

Chief of Naval Personnel		
<b>Process Name: Reserve Component Demobilization</b>		
<b>Document ID: End-to-End</b>		
<b>Document Owner:</b> Wayne Ross, SUPV Management Analyst, PERS-211, Standards and Metrics Division	<b>Approval:</b> Navy Pay and Personnel Support Center (NPPSC)	<b>Revision Date:</b> 14 February 2019

## PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Personnel Support Detachments (PSDs) to follow during post-deployment demobilization processing of Reservists mobilized in support of Component Commander Contingency Operations.

## Roles / Responsibilities:

- PSD/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to \*create\* NSIPS transactions.
  - PSD/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a PSD's, Aircraft Carrier's or other non-PSD supported unit's person authorized to \*release\* NSIPS transactions.
  - Note: "If the designated supervisor is not a MILPAY lead/auditor, then a PSD Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
  - Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command). Also for the purposes of this SOP, is inclusive of in-theater command, NMPS, NOSC and Service Member's Reserve Unit Command Leadership.
  - Command Career Counselor: CCC and Dept/Div personnel who perform career counseling as a collateral duty. Additionally, for this SOP, CCC role may encompass responsibilities of Designated Command Transition Counselor.
  - Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting PSD or Functional Service Center (FSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of A16A, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/PSD. Also for the purposes of this SOP is inclusive of Command Individual Augmentee Coordinator (CIAC) responsibilities at the Service Member's Reserve Unit.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (A16A) is fully implemented, individual PSDs and FSCs may assign PSD Clerk duties and responsibilities, as



identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish PSD Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing PSD/FSC authorization.

- NMPS Redeployment Team: includes key personnel at the NMPS dedicated to RC redeployment processing.
- NMPS Staff: includes Dept/Div Admin representatives and watchstanders/duty section personnel that support the NMPS Redeployment team.
- BUMED Provider: includes medical personnel assigned to NMPS to support medical evaluation of redeploying Reservists.
- NOSC: Navy Operational Support Center includes multiple personnel that may be involved in supporting the redeployment of demobilizing Reservists.
- FFSC Staff: includes personnel at Fleet and Family Support Centers (FFSC) that support Transition GPS requirements.
- Service Member
- Deputy Disbursing Officer: DDO

#### **Best Practices:**

- Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.
- If TRIM is implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for MILPAY Retain file electronic archiving procedures, otherwise manually archive Pay Retain for ten years.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- All Service Members separating after 1 January 2014 will be required to complete a Capstone event. Comply with requirements of NAVRESFOR 004/13 regarding required attendance at a Capstone event and Career Readiness Standards (CRS) achievement and reporting criteria.
- NAVADMIN 260/16 announced the deployment of the new electronic form (eForm) DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD). The new DD eForm 2648 replaces the current Active-Duty Pre-Separation Checklist (DD Form 2648), Transition Assistance Program (TAP) Checklist for Deactivation / Demobilizing National Guard and Reserve Service Members (DD Form 2648-1), and Service Members Individual



Transition Plan Checklist (DD Form 2958) used for Transition Goals, Plans, Success (GPS) and will improve data accuracy, create efficiencies, and streamline TAP data-gathering and sharing.

- Again for emphasis, the following form is used by Transition Counselors to document Service Member separations.
  - [DD eForm 2648](#) - Service Member Pre-Separation / Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

The following forms have been superseded by the above DD eForm 2648, and are no longer utilized to document a Service Member's separation.

- DD Form 2648 - Active Duty Pre-Separation Checklist
  - DD Form 2648-1 - National Guard and Reserve Pre-Separation Checklist
  - DD Form 2958 - Individual Transition Plan (ITP) Checklist
- PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.
  - Establish and maintain a close working relationship with the Navy Mobilization and Processing Site (NMPS).
  - Provide input into the demobilization orientation process to facilitate the Activity Gain and DD214 (Certificate of Release or Discharge from Active Duty) preparation and completion.
  - Gather information and pre-populate DD214 in advance of the Reservist's arrival at NMPS.
  - For Reservists demobilizing at the same NMPS that they mobilized from, convert the archived Mobilization file to a Demobilization file to support DD214 preparation and other demobilization efforts prior to the Reservist's arrival at NMPS.
  - Distribution of DD 214: The distribution of all copies of DD 214 shall be made without delay. The original and copy number 4 are to be given to the Service Member in conjunction with their release from Active Duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. Other copies are to be distributed no later than the day following the effective date of separation (EAOS). Expedient distribution of the DD 214 will assist the ex-Service Member in obtaining benefits and will also preclude invalid unemployment compensation payments. For distribution of all copies of DD214, refer to BUPERSINST 1900.8 series: <http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1900.8D.pdf>
  - Refer to MPM 1070-111, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Reserve Service Members deactivate/demobilize.
  - When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.



- Provide access to the following applications/systems for PSD staff supporting Reservist Demobilizations/Mobilizations to reduce dependence on NMPS or other PSD staff: Bureau of Personnel (BUPERS) Online (BOL) - Annual Statement of Service History (ASOSH), Official Military Personnel File (OMPF), Navy-Marine Corps Mobilization Processing System (NMCMPs), and Navy Department Awards Web Services (NDAWS).

- Protect Personally Identifiable Information (PII)

Navy Personnel Records (paper and electronic) contain PII, which is protected by federal regulation.

PII is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security Number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.

Full and partial SSNs associated with a name are especially sensitive and commonly found on many service record documents. Special care should be taken to safeguard these sensitive personal elements from persons without a need to know. Note, full SSNs are required to support transaction processing.

IMPORTANT NOTE: When transferring personnel documents via email, Navy policy requires the email to be digitally signed AND encrypted. Text in the subject line is not encrypted, so do not use PII in the subject line. Failure to protect PII results in a breach, which must be reported. If the above procedures are not followed, a loss or compromise (i.e., breach) of PII may occur. Consult the breach reporting resources available on the DON CIO website:

<http://www.doncio.navy.mil/ContentView.aspx?ID=610>.

#### Systems:

#	System	Description
1.	OMPF	<ul style="list-style-type: none"> <li>• Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation.</li> <li>• OMPF - My Record View provides the ability to view, download, and print OMPF documents.</li> <li>• Login to OMPF via BUPERS Online (BOL) at <a href="https://www.bol.navy.mil">https://www.bol.navy.mil</a> using CAC and CAC-enabled computer.</li> <li>• When asked to verify PKI, choose the DoD CA-XX certificate, not the email certificate.</li> </ul>
2.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> <li>• The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF.</li> <li>• The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant.</li> <li>• All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.</li> </ul>



#	System	Description
3.	NSIPS/ESR	<ul style="list-style-type: none"> <li>• Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve.</li> <li>• The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.</li> <li>• Login to NSIPS and ESR at <a href="https://nsipsprod.nmci.navy.mil">https://nsipsprod.nmci.navy.mil</a> using CAC and CAC-enabled computer.</li> <li>• When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.</li> </ul>
4.	NSIPS Web Afloat/ESR Afloat	<ul style="list-style-type: none"> <li>• NSIPS Web Afloat delivers secure pay and personnel support to users at sea. NSIPS Web Afloat provides access to data in the shipboard disconnected environment. NSIPS Web Afloat is designed to maximize use of limited bandwidth by providing afloat users with access to the Electronic Service Record (ESR) Afloat, E-Leave Afloat (to be released in the near future), and Career Information Management System (CIMS) Afloat while disconnected from the internet. To ensure data is synchronized between ship and shore, NSIPS Web Afloat replicates compressed data periodically, usually near-real-time.</li> <li>• Afloat users login to NSIPS Web Afloat and ESR Afloat at: <a href="https://nsipswebafloat">https://nsipswebafloat</a>.</li> <li>• CAC is not required afloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.</li> </ul>
5.	DJMS MMPA	<ul style="list-style-type: none"> <li>• The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the PSD for processing.</li> <li>• MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the PSD for processing.</li> <li>• Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at <a href="https://miap.csd.disa.mil/portal.html">https://miap.csd.disa.mil/portal.html</a> using CAC and CAC-enabled computer.</li> </ul>
6.	DWOWS	<ul style="list-style-type: none"> <li>• Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.</li> </ul>



#	System	Description
7.	TRIM	<ul style="list-style-type: none"> <li>• Total Records Information Management (TRIM) system application creates an electronic, virtual environment where electronic files can be stored, changes and versions tracked and users can quickly access what they need. Inherent functionality provides: <ul style="list-style-type: none"> <li>○ Search and Retrieval</li> <li>○ Workflow and Process Automation</li> <li>○ Task/Action Tracking</li> <li>○ Access Control to Document Level</li> <li>○ Retention and Disposition/Archiving</li> <li>○ Standard and Custom Reports</li> <li>○ Audit Log/Accountability</li> <li>○ Document Collaboration</li> </ul> </li> <li>• Within NMCI, HP TRIM is the official records management application for the storage and management of all electronic records.</li> </ul>
8.	TOPS	<ul style="list-style-type: none"> <li>• Transaction Online Processing System (TOPS) enables designated command personnel to communicate safely and efficiently with the supporting PSD, FSC or NOSC via the Internet. Customer commands submit, track, and receive feedback on pay and personnel related transactions.</li> <li>• TOPS uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update NSIPS.</li> <li>• Login to TOPS at <a href="https://twms.navy.mil/TOPS">https://twms.navy.mil/TOPS</a> using CAC and CAC-enabled computer.</li> </ul>
9.	TOPS Afloat	<ul style="list-style-type: none"> <li>• Currently offline.</li> </ul>

#### Reference Documents:

ID #	Doc ID	Title
1.	OPNAVINST 1900.2 (Series)	Transition Assistance Program (TAP)
		<a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
2.	OPNAVINST 3060.7 (Series)	Navy Manpower Mobilization/Demobilization Guide
		<a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>



ID #	Doc ID	Title
3.	BUMEDINST 1300.4 (Series)	Redeployment Screening Procedures for Individuals Returning from Overseas Contingency Operations Support Assignments
		<a href="http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx">http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx</a>
4.	BUPERSINST 1001.39 (Series)	Administrative Procedures for Navy Reservists
		<a href="http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx</a>
5.	BUPERSINST 1070.27 (Series)	Document Submission Guidelines for the Electronic Military Personnel Records System (EMPRS)
		<a href="http://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx</a>
6.	BUPERSINST 1900.8 (Series)	Certificate of Release or Discharge from Active Duty (DD 214)
		<a href="http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx</a>
7.	BUPERSINST 5210.8 (Series)	Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel
		<a href="http://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx</a>
8.	DoD Instruction 1327.06 w/ CH-3	Leave and Liberty Policy and Procedures
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf</a>
9.	DoD Directive 1332.35	Transition Assistance Program (TAP) for Military Personnel
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf</a>
10.	DoD FMR Volume 7A	Military Pay Policy and Procedures - Active Duty and Reserve Pay
		<a href="http://comptroller.defense.gov/FMR/vol7a_chapters.aspx">http://comptroller.defense.gov/FMR/vol7a_chapters.aspx</a>
11.	DoD FMR, Volume 9	Department of Defense Financial Management Regulation
		<a href="http://comptroller.defense.gov/FMR/vol9_chapters.aspx">http://comptroller.defense.gov/FMR/vol9_chapters.aspx</a>
12.	JTR	Joint Travel Regulations, Uniformed Service Members and Civilian Employees
		<a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>
13.	MILPERSMAN 1000-030	Active Duty Service Date (ADSD) for Enlisted Personnel
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1000-030.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1000-030.pdf</a>
14.	MILPERSMAN 1001-060	Assignment of Enlisted Naval Reservists to Active Duty
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1001-060.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1001-060.pdf</a>



ID #	Doc ID	Title
15.	MILPERSMAN 1050-070	Special Leave Accrual
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-070.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-070.pdf</a>
16.	MILPERSMAN 1050-080	Computation of Leave – Overview
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-080.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-080.pdf</a>
17.	MILPERSMAN 1050-120	Separation Leave
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-120.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-120.pdf</a>
18.	MILPERSMAN 1050-272	Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-272.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-272.pdf</a>
19.	MILPERSMAN 1050-430	Paternity Leave
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-430.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-430.pdf</a>
20.	MILPERSMAN 1070-111	Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF).
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-111.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-111.pdf</a>
21.	MILPERSMAN 1070-250	NAVPERS 1070/621, Agreement to Extend Enlistment
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-250.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-250.pdf</a>
22.	MILPERSMAN 1070-260	NAVPERS 1070/622, Agreement to Recall or Extend Active Duty
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-260.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-260.pdf</a>
23.	MILPERSMAN 1070-270	Dependency Application
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-270.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-270.pdf</a>
24.	MILPERSMAN 1160-040	Extension of Enlistments
		<a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1160-040.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1160-040.pdf</a>



ID #	Doc ID	Title
25.	MILPERSMAN 1160-060	<p>Agreements of Enlisted Naval Reservists, Fleet Reservists, and Inductees to Remain on Active Duty</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1160-060.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1160-060.pdf</a></p>
26.	MILPERSMAN 1300-319	<p>Redeployment/Demobilization Screening Procedures for Global Support Assignment (GSA), Overseas (OSA), Individual Augmentation Manpower Management (IAMM), and Reserve Component (RC) Mobilization Assignments</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1300-319.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1300-319.pdf</a></p>
27.	MILPERSMAN 1320-110	<p>Travel Time in Conjunction with Call to or Release from Active Duty</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1320-110.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1320-110.pdf</a></p>
28.	MILPERSMAN 1900	<p>Separations - General</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx</a></p>
29.	MILPERSMAN 1910	<p>Enlisted Separations</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx</a></p>
30.	MILPERSMAN 1916	<p>Release from Active Duty, Reserve</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx</a></p>
31.	MILPERSMAN 1920	<p>Officer Separations</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx</a></p>
32.	MILPERSMAN 1920-110	<p>Involuntary Release from Active Duty Orders of Ready Reserve Officers</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1920-110.pdf">http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1920-110.pdf</a></p>
33.	NPPSCINST 1000 (Series)	<p>Transaction Online Processing System (TOPS) Guidelines</p> <p><a href="https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D">https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</a></p>



ID #	Doc ID	Title
34.	NPPSCINST 5213.1 (Series)	Forms Management <a href="https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D">https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</a>
35.	NPPSCINST 5220.2 (Series)	Standard Management Reports <a href="https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D">https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</a>
36.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay <a href="https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D">https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</a>
37.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records <a href="https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D">https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&amp;FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&amp;View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</a>
38.	ALNAV 66/16	Guidance for Archiving and Reporting on Service Treatment Records (STRs) for All Active/Selected Reserve Service Members <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2016/ALN16066.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2016/ALN16066.txt</a>
39.	NAVADMIN 242/09	Modification of Obligated Service and Extension Policies <a href="http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINs/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINs/Pages/default.aspx</a>
40.	NAVADMIN 040/10	Elimination of the Enlisted Field Service Record for Active Duty, Full Time Support, and Drilling Reserve Sailors <a href="http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINs/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINs/Pages/default.aspx</a>
41.	NAVADMIN 300/11	Use of Pre-Separation Counseling Checklist (DD Form 2648 and 2648-1) <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2011/NAV11300.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2011/NAV11300.txt</a>
42.	NAVADMIN 163/12	Implementation of DoD Policy Allowing Reserve Component Leave Carry Over



ID #	Doc ID	Title
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12163.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12163.txt</a>
43.	NAVADMIN 334/12	Transition Goals, Plans, Succeed
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12334.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12334.txt</a>
44.	NAVADMIN 053/13	Updated Requirements for Transition Goals, Plans, Succeed
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13053.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13053.txt</a>
45.	NAVADMIN 187/13	Additional Guidance for Transition Goals, Plans, and Success
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13187.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13187.txt</a>
46.	NAVADMIN 154/14	Transition Goals, Plans, and Success
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14154.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14154.txt</a>
47.	NAVADMIN 243/14	Transition Goals, Plans, and Success
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14243.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14243.txt</a>
48.	NAVADMIN 244/14	Rollout of Navy Standard Integrated Personnel System Order Writing Module and Cancellation of Standard Transfer Orders
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14244.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14244.txt</a>
49.	NAVADMIN 030/15	Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance
		<a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2015/NAV15030.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2015/NAV15030.txt</a>



ID #	Doc ID	Title
50.	NAVADMIN 043/15	Guidance for using Pay and Personnel Standard Operating Procedures (SOPs) <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2015/NAV15043.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2015/NAV15043.txt</a>
51.	NAVADMIN 187/16	Guidance for Separation History and Physical Examination (SHPE) for Department of Navy (DoN) Active/Reserve Component Service Members (Corrected Copy) <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16187.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16187.txt</a>
52.	NAVADMIN 260/16	Release of the Transition Assistance Program Electronic Form for Transition Goals, Plans, Success Counseling <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16260.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16260.txt</a>
53.	NAVADMIN 173/17	Guidance for Transferring Health Service Treatment Records for All United States Navy Active and Selected Reserve Service Members <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17173.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17173.txt</a>
54.	NAVADMIN 181/17	Guidance for Access and Echelon Responsibilities for Tracking Service Treatment Records for All United States Navy Active/Selected Reserve Service Members (Corrected Copy) <a href="http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17181.txt">http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17181.txt</a>
55.	NAVADMIN 254/17	<a href="https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17254.txt">Self Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability</a> <a href="https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17254.txt">https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17254.txt</a>
56.	NAVRESFOR 004/13	Transition Goals, Plans, Succeed (T-GPS) <a href="http://www.cnrc.navy.mil/content/dam/cnrc/hq/pdfs/n91_fleet_and_family_support_program/transition_assistance/TransitionGPSNAVADM IN00413NAVRESFORReserveSailorVOWAct.pdf">http://www.cnrc.navy.mil/content/dam/cnrc/hq/pdfs/n91_fleet_and_family_support_program/transition_assistance/TransitionGPSNAVADM IN00413NAVRESFORReserveSailorVOWAct.pdf</a>
57.	MPA 04/09	Separation Processing Procedures <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202009/MPA0409.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202009/MPA0409.txt</a>
58.	MPA 08/13	Separation Worksheet Requirements <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%200813.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%200813.txt</a>
59.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases



ID #	Doc ID	Title
		<a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%201213.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%201213.txt</a>
60.	MPA 40/13	Clarification of Separation Payment Procedures for Field Activities <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%204013.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%204013.txt</a>
61.	MPA 03/15	Navy Field Separation Requests to DFAS Offices (follow-up to MPA 08/13 and 12/13) <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2003-15.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2003-15.txt</a>
62.	MPA 12/15	Expiration of 75 Day Leave Carry Over Policy <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2012-15.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2012-15.txt</a>
63.	MPA 17/15	Changes to DFAS-CL E-mail Addresses <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2017-15.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2017-15.txt</a>
64.	MPA 37/15	Automated Separation Worksheet <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2037-15.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2037-15.txt</a>
65.	MPA 16/16	V Status Separation Worksheet <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2016-16.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2016-16.txt</a>
66.	MPA 39/16	Automated Separation Worksheet <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2039-16.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2039-16.txt</a>
67.	PPIB 11-19	Automated Processing for <b>Strength Loss</b> Transactions <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201119.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201119.txt</a>
68.	PPIB 13-09	130901: Separation and E-Leave Issues <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201309.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201309.txt</a>
69.	PPIB 13-14	131402: Distribution of Copy Number 5 of DD-214 131403: Scanning Requirements for E-Submission of Documents



ID #	Doc ID	Title
		<a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201314.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201314.txt</a>
70.	PPIB 13-27	Electronic Submission of DD 214 and DD 215 Images to the Official Military Personnel File (OMPF). <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201327.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201327.txt</a>
71.	PPIB 14-13	Issue 141301: Enlisted Separation Evaluations; Issue 141302: Place of Separation <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202014/PPIB%201413.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202014/PPIB%201413.txt</a>
72.	PPIB 15-03	150101: Expiration of 75 Day Leave Carry-Over Policy <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201503.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201503.txt</a>
73.	PPIB 15-14	Issue 151401: Automated Separation Worksheet <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201514.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201514.txt</a>
74.	PPIB 16-03	Issue 160301: Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for all Future Separations <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-03.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-03.txt</a>
75.	PPIB 16-05	Issue 160501: Command PASS Coordinator (CPC) User Role in NSIPS <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Pages/2016-PPIBs.aspx">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Pages/2016-PPIBs.aspx</a>
76.	PPIB 16-06	Issue 160601: Command Activity Gain NSIPS SG03 (Panel 1) <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Pages/2016-PPIBs.aspx">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Pages/2016-PPIBs.aspx</a>
77.	PPIB 16-12	Issue 161201: Update E-mail Address and Contact Information in NSIPS <a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-12.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-12.txt</a>
78.	PPIB 17-05	New File Naming Convention in TRIM or Local Document Retention System



ID #	Doc ID	Title
		<a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PIIB%27s/PIIB%201705.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PIIB%27s/PIIB%201705.txt</a>
79.	PIIB 17-11	Update to Pay and Personnel Information Bulletin 17-05
		<a href="http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PIIB%27s/PIIB%201711.txt">http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PIIB%27s/PIIB%201711.txt</a>

#### Online Resources:

#	Website Sponsor	Title and Link
1.	Navy Personnel Command (NPC)	BUPERS Online (BOL) <ul style="list-style-type: none"> <li>• Demobilization Orders</li> <li>• OMPF (prior DD214)</li> <li>• ASOSH</li> </ul> <a href="https://www.bol.navy.mil/">https://www.bol.navy.mil/</a>
2.	Defense Travel Management Office	Defense Travel Management Office website <a href="http://www.defensetravel.dod.mil/">http://www.defensetravel.dod.mil/</a>
3.	Navy Personnel Command (NPC)	CPPA Resources <a href="http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/CPCRESOURCES/Pages/default2.aspx">http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/CPCRESOURCES/Pages/default2.aspx</a>
4.	U.S. Fleet Forces Command	Navy Individual Augmentee <a href="http://www.public.navy.mil/ia/Pages/index.aspx">http://www.public.navy.mil/ia/Pages/index.aspx</a>
5.	Navy Expeditionary Combat Command	Expeditionary Combat Readiness Center <a href="http://www.public.navy.mil/necc/ecrc/Pages/default.aspx">http://www.public.navy.mil/necc/ecrc/Pages/default.aspx</a>
6.	Bureau of Medicine and Surgery (BUMED)	Navy Medicine Directives <a href="http://www.med.navy.mil/directives/Pages/default.aspx">http://www.med.navy.mil/directives/Pages/default.aspx</a>
7.	Commander, Navy Installations Command (CNIC)	Transition GPS Guidance <a href="http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html">http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html</a>
8.	Navy Personnel Command (NPC)	Career Toolbox: Plain Talk for Sailors (series) <ul style="list-style-type: none"> <li>• Transition GPS - Goals, Plans, Success (18 Sep 2014)</li> </ul> <a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/TOOLBOX/Pages/PlainTalk(series).aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/TOOLBOX/Pages/PlainTalk(series).aspx</a>
9.	Navy Personnel Command (NPC)	Career Info: Transition



#	Website Sponsor	Title and Link
		<a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/default.aspx</a>
10.	Navy Personnel Command (NPC)	Career Info: Career Counseling
		<a href="http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/default2.aspx">http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/default2.aspx</a>
11.	Navy Personnel Command (NPC)	Career Info: Augmentation
		<a href="http://www.public.navy.mil/bupers-npc/career/augmentation/Pages/default2.aspx">http://www.public.navy.mil/bupers-npc/career/augmentation/Pages/default2.aspx</a>
12.	Navy Personnel Command (NPC)	Officer: Community Managers: Reserve OCM
		<a href="http://www.public.navy.mil/BUPERS-NPC/OFFICER/COMMUNITYMANAGERS/RESERVE/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/OFFICER/COMMUNITYMANAGERS/RESERVE/Pages/default.aspx</a>
13.	Navy Personnel Command (NPC)	Enlisted: Community Managers: Selected Reserves
		<a href="http://www.public.navy.mil/BUPERS-NPC/ENLISTED/COMMUNITY/SELRES/Pages/default2.aspx">http://www.public.navy.mil/BUPERS-NPC/ENLISTED/COMMUNITY/SELRES/Pages/default2.aspx</a>
14.	Navy Personnel Command (NPC)	Career Info: Reserve Personnel Mgmt
		<a href="http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx</a>
15.	Navy Personnel Command (NPC)	Career Info: Reserve Personnel Mgmt: Officers
		<a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/OFFICERS/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/OFFICERS/Pages/default.aspx</a>
16.	Navy Personnel Command (NPC)	Career Info: Reserve Personnel Mgmt: Enlisted
		<a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/ENLISTED/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/ENLISTED/Pages/default.aspx</a>
17.	Navy Personnel Command (NPC)	NSIPS
		<a href="https://nsipsprod.nmci.navy.mil/">https://nsipsprod.nmci.navy.mil/</a>
18.	U.S. Department of Labor, Employment & Training Administration	My Next Move O*NET Interest Profiler
		<a href="http://www.mynextmove.org/explore/ip">http://www.mynextmove.org/explore/ip</a>
19.	Veterans Affairs and Department of Defense	eBenefits
		<a href="https://www.ebenefits.va.gov/ebenefits-portal">https://www.ebenefits.va.gov/ebenefits-portal</a>
20.	Veterans Affairs	Veterans Group Life Insurance (VGLI)
		<a href="http://benefits.va.gov/insurance/vgli.asp">http://benefits.va.gov/insurance/vgli.asp</a>



#	Website Sponsor	Title and Link
21.	Naval Education and Training Professional Development and Technology Center (NETPDTC)	Joint Services Transcript (JST) (formerly SMART Transcript)
		<a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a>
22.	OPNAV	U.S. Navy Awards (formerly Navy Department Awards Web Services (NDAWS))
		<a href="https://awards.navy.mil">https://awards.navy.mil</a>
23.	Defense Finance and Accounting Service (DFAS)	My Pay
		<a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>
24.	Defense Manpower Data Center (DMDC)	Transition Assistance Program
		<a href="https://www.dmdc.osd.mil/tac/">https://www.dmdc.osd.mil/tac/</a>
25.	Defense Manpower Data Center (DMDC)	Transition GPS: Verification of Military Experience & Training (VMET)
		<a href="https://www.dmdc.osd.mil/tgps/">https://www.dmdc.osd.mil/tgps/</a>

**Command Aids and User Guides Available Online:**

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
		<a href="https://dfas4dod.dfas.mil/SYSTEMS/djms/mmpa.pdf">https://dfas4dod.dfas.mil/SYSTEMS/djms/mmpa.pdf</a>
2.	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide
		<a href="https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm">https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm</a>
3.	Navy Standard Integrated Personnel System (NSIPS) Mobilization and Demobilization Guide	Selected Reserve Mobilization/Demobilization Guide (Revision 3, 10 Jan 2003)
		<a href="https://mpte.navy.deps.mil/sites/NPC/pers2/NPPSC%20InstructionsChecklists/Mobilization_Demobilization%20Guide%20Revision%203.pdf">https://mpte.navy.deps.mil/sites/NPC/pers2/NPPSC%20InstructionsChecklists/Mobilization_Demobilization%20Guide%20Revision%203.pdf</a>



**Help Desks:**

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> <li>NSIPS Help Desk 877-589-5991, Option 2; DSN 647-5442, Option 2 <a href="mailto:nsipshelpdesk@navy.mil">nsipshelpdesk@navy.mil</a></li> <li>NPC Customer Service Center Website: <a href="http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/default.aspx</a> 866-827-5672; DSN 882-5672 <a href="mailto:UASKNPC@navy.mil">UASKNPC@navy.mil</a></li> </ul>
2.	OMPF	<ul style="list-style-type: none"> <li>PERS-313 Webpage: <a href="http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/ContactUs.aspx">http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/ContactUs.aspx</a> Organizational Mailbox: <a href="mailto:MILL_OMPF-CHG@navy.mil">MILL_OMPF-CHG@navy.mil</a></li> </ul>
3.	TOPS	<ul style="list-style-type: none"> <li>PSD TOPS Network Account Manager (NAM) TOPS Technology Team Help Desk 619-532-2428; DSN 522 <a href="mailto:mps-tops@navy.mil">mps-tops@navy.mil</a></li> </ul>

**Forms:**

#	Form #	Title
1.	NAVMED 1300/13	Redeployment/Demobilization Medical and Dental Screening for Individual Augmentee (IA) Returning from Overseas Contingency Operations Support Assignments (OSA) <a href="http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx">http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx</a>
2.	NAVPERS 1070/613	Administrative Remarks <a href="http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx</a>
3.	NAVPERS 1070/621	Agreement to Extend Enlistment <a href="http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx</a>
4.	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty <a href="http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx</a>
5.	NAVPERS 1300/23	Redeployment and Demobilization Administrative Screening Checklist <a href="http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx</a>
6.	NAVCOMPT 3065	Leave Request/Authorization <a href="https://navalforms.documentservices.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf">https://navalforms.documentservices.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf</a>



#	Form #	Title
7.	DD214	Certificate of Release or Discharge from Active Duty
		<a href="http://www.esd.whs.mil/Directives/forms/dd0001_0499/">http://www.esd.whs.mil/Directives/forms/dd0001_0499/</a>
8.	DD214WS	Certificate of Release or Discharge from Active Duty (Worksheet)
		<a href="http://www.esd.whs.mil/Directives/forms/dd0001_0499/">http://www.esd.whs.mil/Directives/forms/dd0001_0499/</a>
9.	DD215	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
		<a href="http://www.esd.whs.mil/Directives/forms/dd0001_0499/">http://www.esd.whs.mil/Directives/forms/dd0001_0499/</a>
10.	DD1351-2	Travel Voucher or Subvoucher
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf</a>
11.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf</a>
12.	DD2586	Verification of Military Experience and Training
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2586.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2586.pdf</a>
13.	DD 2648	Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD)
		<a href="https://www.dodtap.mil/forms.html">https://www.dodtap.mil/forms.html</a>
14.	DD2697	Report of Medical Assessment
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2697.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2697.pdf</a>
15.	DD2796	Post-Deployment Health Assessment (PDHA)
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2796.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2796.pdf</a>
16.	DD2808	Report of Medical Examination
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2808.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2808.pdf</a>
17.	DD2900	Post-Deployment Health Re-Assessment (PDHRA)
		<a href="http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2900.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2900.pdf</a>
18.	NPPSC 3060/1	NPPSC Mobilization/Demobilization Checklist
		<a href="http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx">http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</a>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
<b>START</b>			
1	Prepare for redeployment (in-theater)	Command Leadership/CPPA/Service Member	Prepare for redeployment (in-theater).
1.1	Receive Demobilization orders	Service Member	Service Member receives demobilization orders.
1.2	Review orders	CPPA/Service Member	<p>CPPA/Service Member reviews orders and completes "Comply with Items" in order to execute all actions in support of Demobilization orders.</p> <p>Refer to Transfer SOP, as applicable:  <a href="https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Transfers%20SOP.aspx">https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Transfers%20SOP.aspx</a></p>
1.3	Ensure compliance with SHPE program requirements for all Service Members, to include Reserve Component (RC) Members	CPPA/Service Member	<p>CPPA/Service Member ensure compliance with Separation History and Physical Examination (SHPE) program requirements for all Service Members, to include Reserve Component (RC) Members.</p> <p>Comply with requirements identified in NAVADMIN 187/16, as required</p> <p>Unit Commanders and Officers-In-Charge are directed to take all appropriate actions to identify SHPE processing issues well in advance of the separation of Service Members and coordinate as necessary with their respective chains of command, Bureau of Naval Personnel, and BUMED to ensure the requirements of NAVADMIN 187/16 are met.</p> <p>All members of the Navy preparing for release from active duty must complete a comprehensive SHPE prior to their scheduled date of release. This also applies to RC members in an active duty status for 180 days or more, RC members separating after 180 days or more of continuous service on active duty orders, or RC members separating with 30 days or more of continuous service on active duty orders in support of a Contingency Operation.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>All commands will advise their qualifying Service Members at least 180 days prior to their separation that they need to complete a SHPE. This advisement will occur on NAVPERS 1070/13 Administrative Remarks. Attendance at the Transition Assistance Program (TAP) and subsequent Transition: GPS (Goals, Plans, and Success) modular curriculum is not a substitute for the notification process.</p> <p>CPPA will prepare SHPE NAVPERS 1070/13 Administrative Remarks for Service Member signature and coordinate with supporting PSD to ensure page 13 is e-subbed to Service Member's OMPF.</p> <p>Note: NSIPS 1.4.6 (released JUN 2016) established new features for the CPPA role for the Active Duty component. Active Duty component CPPAs now have the ability to create Honors and Awards, Personnel Qualification Standards (PQS), and Administrative Remarks (temporary or permanent). These three components will be electronically routed to all Personnel Supervisors within a servicing Personnel Support Detachment (PSD) for verification.</p>
1.4	Complete VOW/VEI Redeployer Questionnaire	CPPA/Service Member	<p>CPPA/Service Member completes VOW/VEI Redeployer Questionnaire to support VOW Act requirements.</p> <p>Reservists are required to complete the VOW/VEI Redeployer Questionnaire 90 days prior to redeployment. The Reservist's demobilization schedule is affected by questionnaire responses. By completing the questionnaire in the timeframe stated, the Reservist's specific demobilization schedule will be known prior to redeployment.</p> <p>Note 1: Questionnaire responses will determine if waiver criteria is met to exempt Reservist from DOL workshop portion of Transition GPS seminar.</p> <p>Note 2: No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.</p>
1.5	Submit VOW/VEI Redeployer Questionnaire	CPPA/Service Member	<p>CPPA/Service Member submits VOW/VEI Redeployer Questionnaire to Fleet Forces Command POC.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Demobilizing Reservists will be contacted within 90 days of their redeployment date to coordinate whether waiver requirements have been met for the DOL workshop portion of Transition GPS seminar.</p> <p>Per NAVADMIN 154/14 expanded exemptions from attending DOL Employment Workshop include:</p> <ul style="list-style-type: none"> <li>• eligible Service Members retiring after 20 or more years of Active Duty service in the military</li> <li>• eligible Service Members who, after serving their first 180 continuous days or more on Active Duty, meets at least one of the following criteria: <ul style="list-style-type: none"> <li>○ are able to provide documented evidence of civilian employment</li> <li>○ have documented acceptance into an accredited technical training, undergraduate or graduate degree program</li> <li>○ have specialized skills and, due to unavoidable circumstances, are needed to support a unit on orders scheduled to be deployed within 60 days</li> <li>○ are wounded, ill or injured and recovering and transitioning from Active Duty, and enrolled in the education and employment initiative, or a similar transition program designed to secure employment, further education or technical training post-separation.</li> </ul> </li> </ul> <p>The first Commander in the Chain of Command with authority pursuant to Chapter 47 of the Uniform Code of Military Justice must certify on DD 2648 eForm, any Service Member's request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification. The command transition officer/career counselor will document on DD 2648 eForm the decision of eligible Service Members who qualify for an exemption and elect not to participate in the DOL Employment Workshop. Exemptions listed above apply to both Active Duty and Reserve Component personnel.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.6	Obtain copy of personal awards	Service Member	<p>Service Member obtains copies of personal awards received during current deployment.</p> <p>Note: Personal awards will be annotated on DD214.</p>
1.7	Obtain formal in-service training completion documentation/certificates	Service Member	<p>Service Member obtains formal in-service training completion documentation/certificates.</p> <p>Note: Training complete during mobilization will be annotated on DD214.</p>
1.8	Complete in-theater debriefings	Service Member	<p>Service Member completes in-theater debriefings (e.g., Warrior Transition Program).</p> <p>Note: Debriefings may occur in Sembach, Germany enroute to NMPS.</p>
1.9	Collect medical and dental records	Service Member	<p>Service Member collects medical and dental records.</p> <p>Note: Ensure your medical and dental records contain copies of any and all treatments received while in-theater prior to leaving your AOR. This documentation would be required to support any VA claims. If the Service Member experiences any difficulty obtaining hardcopies of deployment medical and dental documentation, the issue should be reported immediately to the chain of command.</p>
1.10	Obtain copy of Evals/FITREPS	Service Member	<p>Service Member obtains copy of Evals/FITREPS prior to departure from in-theater command.</p> <p>If the Service Member experiences any difficulty obtaining copy of Evals/FITREPS prior to departure from in-theater command, the issue should be reported immediately to the chain of command.</p>
1.11	Obtain endorsed orders	Service Member	<p>Service Member obtains endorsed orders from overseas, in-theater operational contingency activity upon departure.</p> <p>Note: Service Member ensures orders are endorsed by detaching in-theater command and all ISTOPS prior to arrival at NMPS.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2	Prepare for Reservist redeployment processing	NMPS Redeployment Team/Supervisor/Clerk	<p>Prepare for Reservist redeployment processing at servicing NMPS and PSD.</p> <p>NAVADMIN 243/14, which is the fifth in a series of new updates for Transition Goals, Plans, and Success (GPS), addresses implementation of the Transition Military Lifecycle (MLC) model designed to introduce portions of Transition GPS throughout a Service Member's career, prior to pre-separation counseling or attending the mandatory Transition GPS courses. Service Members will be introduced to the Career Readiness Standards, which are a standardized set of milestones each Service Member must meet prior to separation, during Career Development Boards (CDB) and mid-term counseling.</p> <p>Refer also to NAVADMIN 030/15, Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance, for returning RC Demobilization and OCONUS ADSW requirements.</p> <p>Information to assist Career Counselors administer the MLC portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at:  <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a></p> <p><a href="#">CDB Military Life Cycle Fact Sheet</a>  <a href="#">Officer Military Life Cycle Fact Sheet</a></p> <p>Refer to NAVADMIN 243/14 for MLC touchpoints.  Refer to NAVADMIN 243/14 for MLC discussion topics.</p>
2.1	Review bi-weekly forecast report from PERS-4G	NMPS Redeployment Team	<p>NMPS Redeployment Team reviews bi-weekly forecast report from PERS-4G.</p> <p>The report includes the following personnel categories:</p> <ul style="list-style-type: none"> <li>• RC mobilization/demobilization personnel</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Global Support Assignments (GSA) – Active Duty Officers</li> <li>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel</li> <li>• Individual Augmentation Manpower Management (IAMM) personnel</li> <li>• RC Active Duty Special Work (ADSW) personnel</li> </ul>
2.2	Identify Demobilizing Reservists	NMPS Redeployment Team	NMPS Redeployment Team identifies Demobilizing Reservists that will redeploy through servicing NMPS and PSD.
2.3	Send bi-weekly forecast report from PERS-4G to servicing PSD	NMPS Redeployment Team	<p>NMPS Redeployment Team sends bi-weekly forecast report from PERS-4G to servicing PSD.</p> <p>The report includes the following personnel categories:</p> <ul style="list-style-type: none"> <li>• RC mobilization/demobilization personnel</li> <li>• Global Support Assignments (GSA) – Active Duty Officers</li> <li>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel</li> <li>• Individual Augmentation Manpower Management (IAMM) personnel</li> <li>• RC Active Duty Special Work (ADSW) personnel</li> </ul> <p>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual PSD activities.</p>
2.4	Receive bi-weekly forecast report from NMPS	Supervisor	<p>Supervisor receives bi-weekly forecast report from NMPS.</p> <p>NMPS activities provide weekly reports from PERS-4G to PSD Reserve Component (RC) Mobilization/Demobilization Supervisors. Reports generally indicate workload (Reservists reporting for mobilization/demobilization) for the upcoming week, as well as projected workload for the next two months. These reports serve as a workload planning tool for RC Mobilization/Demobilization Supervisors. The reports often include:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• RC mobilization/demobilization personnel</li> <li>• Global Support Assignments (GSA) – Active Duty Officers</li> <li>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel</li> <li>• Individual Augmentation Manpower Management (IAMM) personnel</li> <li>• RC Active Duty Special Work (ADSW) personnel</li> </ul> <p>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual PSD activities.</p>
2.5	Assign Demobilizing Reservist to clerk	Supervisor	Supervisor assigns Demobilizing Reservist to clerk for redeployment processing.
2.6	Create Demobilization file, if applicable	Clerk	<p>Clerk creates Demobilization file, if applicable.</p> <p>Clerk creates/establishes RC Demob Retain file.</p> <p>Note: If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" for Retain file document naming convention.</p> <p>Clerk should also refer to PPIB 17-05 and PPIB 17-11 for Demobilization package naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Last Name, then space</li> <li>• First Name, then space</li> <li>• Full DoD ID Number, then space</li> <li>• Name of Entitlement</li> <li>• Example: DOE JON 1234567890 RC DEMOB</li> </ul> <p>Then comply with BUPERSINST 5210.8 (Series) electronic archiving procedures. Any subsequent TOPS attachment submissions in support of this transaction will be added to the RC Demob Retain File.</p> <p>Note: The NMPS may have initiated the Demobilization file for the PSD. Alternatively, the PSD may have initiated the Reservist Demobilization file from the Reservist Mobilization file, assuming Reservist mobilized at the same NMPS.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>
2.7	Prepare DD214 WS	Clerk	<p>Clerk prepares DD214 Worksheet (WS) based upon available information.</p> <p>Prepare DD214 WS to the maximum extent possible given the available information on the Demobilizing Reservist.</p>
2.8	Forward DD214 WS to CPPA	Clerk	Clerk forwards DD214 WS to CPPA.
3	Conduct/coordinate Service Member's redeployment processing	NMPS Redeployment Team/NMPS Staff/Service Member/CPPA	<p>Conduct/coordinate Service Member's redeployment processing.</p> <p>Warrior Transition Program (WTP)/NMPS goal is to ensure Service Members Redeployment Process is seamless. The Return, Reunion, and Reintegration (R3) Program ensures that all IA personnel redeploy</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>through a designated NMPS as noted on their original orders. Incomplete redeployment screening causes undue hardship on Service Members and imposes additional burdens on parent commands. Per R3 implementation, standardized redeployment processing mandates compliance with IA Program directives to ensure Navy IA Service Members receive uniform access to a wide range of support resources, programs, and services.</p> <p>In addition, the Veterans Opportunity to Work (VOW) Act &amp; Veterans Employment Initiative (VEI) has placed new requirements on Demobilizing Reservists.</p> <p>The VOW Act, as part of the National Defense Authorization Act (NDAA) of 2011, includes the White House's VEI to reduce veteran unemployment. The VOW Act mandates Transition Assistance Program (TAP) for all separating personnel including Reserve Component (RC) personnel who have served 180 days or more on Title 10 Active Duty (MOB, ADSW &amp; ADT).</p> <p>DTM 12-007 - "Implementation of Mandatory TAP Participation for Eligible Service Members" establishes the policy, assigns responsibilities, and prescribes procedures by which the Military Departments administer the mandatory TAP.</p> <p>Reserve Component Specific Information: Effective with the 26 Nov 2012 NMPS class and in accordance with the VOW Act, demobilizing Reservists are required to attend a 5-day TAP class during their out-processing, unless a waiver (exemption) has been granted. To be waived (exempt) from TAP, you must meet one of the following: a) confirmed employment or enrollment in an accredited technical training, undergraduate or graduate degree program or b) previously attended TAP class. If not waived (exempt) from TAP, NMPS becomes a 2-week ISTOP with Week One: demobilization process and Week Two: TAP class. See the Waivers and Options snapshot for additional guidance.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note 1: No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.
3.1	Report to NMPS site	Service Member	<p>Service Member reports to NMPS site for redeployment processing and demobilization screening.</p> <p>Redeployment and demobilization screening at a Navy Mobilization Processing Site (NMPS) is required for all RC individual augmentees (IAs) and RC unit mobilizations. This screening is comprised of two separate parts:</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Medical/Dental</li> </ul> <p>NMPS: Navy IA Sailors (RC Mob, GSA, IAMM and OSA) returning from their assignment out-process through one of the two main Navy Mobilization and Processing Sites. Out-processing includes review of medical/pay records, available support services, and entitlement briefings.</p>
3.2	Endorse Service Member's Demobilization orders	NMPS Staff	<p>NMPS staff endorses Service Member's Demobilization orders.</p> <p>NMPS Redeployment Team makes copies of or scans orders for subsequent submission to the PSD.</p>
3.3	Initiate Activity Gain for reporting Service Member in NSIPS	CPPA	<p>CPPA initiates Activity Gain for reporting Service Member in NSIPS</p> <p>Note 1: Following NSIPS release 1.4.10, CPC's will no longer be allowed to submit an Activity Report if the detaching command did not complete an Activity Loss. If an attempt is made to submit the Activity Report without the corresponding Activity Loss, the following error will be received, "THIS ACTIVITY REPORT MUST BE PERFORMED BY THE PSD DUE TO NO EXISTING DETACHING (SH) DATA."</p> <p>Refer to PPIB 16-06: Command Activity Gain NSIPS SG03 (Panel 1).</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 2: Below references to CPC are synonymous with CPPA and are retained in the following role description to align with source document.</p> <p>PPIB 16-05 announced the implementation of enhanced Command PASS Coordinator (CPC) User Roles within NSIPS effective March 2016. One of the enhanced NSIPS features is the ability of the CPC to produce the Command Activity Gain (Panel 1) to ensure a more timely recording of the Service Member's arrival at the new PDS (reporting for duty). This event (Panel 1) will not start any special or incentive pays or allowances associated with this Reporting event. It is merely an electronic endorsement, which mirrors the orders endorsement that will stop the clock on in-transit Prospective Gains.</p> <p>All current procedures for reporting a Service Member for duty, e.g., travel claim submission, receipt package submission, and the requirement of the Personnel Support Detachment (PSD) to start all associated pays and allowances will not be effected.</p> <p>Complete the following steps to Report the Service Member's arrival in NSIPS:</p> <p>After logging into NSIPS, on the NSIPS Main Menu</p> <ul style="list-style-type: none"> <li>• CPC clicks Gains &gt; Activity Report &gt; Use</li> <li>• CPC then Clicks the Activity Report link</li> <li>• CPC enters Prospective Gain's (Reporting Service Member's) full Social Security Number in the Empl ID field, then Clicks Search</li> </ul> <p>CPC completes the following entries on NSIPS Activity Gain Panel 1:</p> <ul style="list-style-type: none"> <li>• Action Reason will default to ACT and cannot be changed.</li> <li>• UIC Report To: If NSIPS has PCS orders in the system and your command is listed in the orders as the Ultimate Duty Station, UIC will automatically populate with your command's UIC otherwise enter Unit Identification Code (UIC) of Gaining Command</li> <li>• Report Date: Report Date to Gaining Command (obtain from orders)</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Geographic Duty Location: Auto-populates based upon Gaining Command UIC</li> <li>• UIC Received From: Update only if required (obtain from orders)</li> <li>• Loss Date: Update only if required (obtain from orders)</li> <li>• ACC: Accounting Category Code - Onboard Duty Status: Auto-populates</li> <li>• Sea Duty Commencement Date - SDCD (will gray out if not applicable): <ul style="list-style-type: none"> <li>○ Establishes Career Sea Pay Premium (CSPP) date</li> <li>○ Populates CSPP report</li> </ul> </li> <li>• Billet Sequence Code (BSC) should auto-populate, if applicable (will gray out if not applicable)</li> <li>• Select DIFFCREW indicator, if applicable: <ul style="list-style-type: none"> <li>○ N Aircrew not in DIFFCREW Status</li> <li>○ Y Aircrew in DIFFCREW Status</li> <li>○ Z Not Aircrew</li> </ul> </li> <li>• After entering optional comments, the CPC clicks Ok, otherwise skip.</li> <li>• When Activity Report page has been completed, click Save button.</li> </ul> <p>CPC will then receive a prompt: Activity Report has been forwarded to your PSD and a NES (200 TAC) or OPINS (G8) transaction has been generated. Click Ok to acknowledge the message prompt.</p> <p>If Activity Report cannot be processed, CPC informs PSD Receipts Clerk of inability to process Activity Report.</p>
3.4	Initiate NAVPERS 1300/23	NMPS Redeployment Team	<p>NMPS Redeployment Team initiates NAVPERS 1300/23, Redeployment and Demobilization Administrative Screening Checklist, if required.</p> <p><a href="http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx</a></p> <p>Note: NAVPERS 1300/23 may have already been initiated by in-theater command. If so, NMPS Redeployment Team uses initiated copy.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.5	Initiate NPPSC 3060/1	NMPS Redeployment Team	<p>NMPS Redeployment Team initiates NPPSC 3060/1, Demobilization Checklist.</p> <p>Obtain Demobilization Checklist from the following website:  <a href="http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx">http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</a></p>
3.6	Complete Demobilization package	Service Member	<p>Service Member completes Demobilization package.</p> <p>This normally entails the completion of the DD214 (Certificate of Release or Discharge from Active Duty) Worksheet (WS) and NAVCOMPT 3065(s) (Leave Request/Authorization). PSDs generally request that the NMPS direct the Reservist to provide additional information to support preparation of the DD214.</p> <p>Additional information may include the following:</p> <ul style="list-style-type: none"> <li>• Previous command and detachment date</li> <li>• Arrival date at NMPS</li> <li>• Awards received during mobilization period</li> <li>• Leave periods taken during current mobilization</li> <li>• Permanent address upon separation</li> <li>• Next of kin name and address</li> <li>• Mode of travel to Navy Operational Support Center (NOSC) and home address</li> <li>• Formal in-service training courses completed during current mobilization</li> </ul>
3.6.1	Complete DD214 WS	Service Member	Service Member completes DD214 WS.
3.6.2	Submit Leave Request	Service Member	Service Member submits NAVCOMPT 3065 (Leave Request/Authorization), for both Separation and Paternity, if applicable.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.6.3	Verify separation leave request	NMPS Staff	<p>NMPS Staff verifies separation leave request.</p> <p>As part separation leave request processing, CPPA determines the following Service Member elections and information that could impact separation leave accounting:</p> <ul style="list-style-type: none"> <li>• Election of Assignment Incentive Pay (AIP) in lieu of Respite Administrative Absence Days and NAVPERS 1070/613 (Administrative Remarks) or Electronic Service Record (ESR) documentation of AIP election confirming AIP election prior to earning Respite Absence Days. This will determine the Reservist's eligibility for Administrative Absence Days, or AIP, or a combination of both. The Reservist's election will impact the separation date calculation, DD214 accuracy, and separation leave request/authorization.</li> <li>• Identify Reservist electing to carry over leave (Special Leave Accrual (SLA) – MPA 07/12 and NAVADMIN 163/12 refer.</li> <li>• Number of Reservist leave periods taken while mobilized and dates the leave was taken. In some instances Reservist leave is uncharged, which results in inaccurate Navy Standard Integrated Personnel System (NSIPS) Format Identifiers (FIDS) SB (Leave) and BR (Leave Balance). This impacts the separation date calculation, DD214 accuracy, and separation leave request/authorization.</li> <li>• Identify Reservists authorized paternity leave. MILPERSMAN 1050-430 (Paternity Leave) authorizes ten days of paternity leave within 365 days of birth. Paternity leave eligibility needs to be determined to avoid DD214 and separation leave request/authorization rework.</li> </ul> <p>Note: Service Members desiring leave carry over will sign a NAVPERS 1070/613 documenting leave carried over at their servicing Personnel Support Detachment (PSD) or Personnel Office at time of separation from an Active Duty period.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.6.4	Collect Demobilization package and supporting separation documentation	NMPS Redeployment Team	<p>NMPS Redeployment Team collects Demobilization package and supporting separation documentation from Service Member.</p> <p>Package and supporting documentation includes:</p> <ul style="list-style-type: none"> <li>• NPPSC 3060/1, Demobilization Checklist</li> <li>• DD214 (Certificate of Release or Discharge from Active Duty) WS</li> <li>• Prior DD214s, if available</li> <li>• NAVCOMPT 3065 (Leave Request/Authorization), including Separation and Paternity, if applicable</li> <li>• Endorsed Demobilization Orders</li> <li>• Annual Statement of Service History (ASOSH), if applicable</li> <li>• Awards received (during all periods of service)</li> <li>• Formal in-service training courses completed (during current period of service)</li> <li>• NAVPERS 1070/613s, if applicable <ul style="list-style-type: none"> <li>○ Administrative Remarks for AIP</li> </ul> </li> </ul>
3.7	Forward Demobilization package to the PSD	NMPS Redeployment Team	<p>NMPS Redeployment Team forwards the Demobilization package to the PSD supervisor.</p> <p>CPPA should refer to PPIB 17-05 and PPIB 17-11 for Demobilization package naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Last Name, then space</li> <li>• First Name, then space</li> <li>• Full DoD ID Number, then space</li> <li>• Name of Entitlement</li> <li>• Example: DOE JON 1234567890 RC DEMOB</li> </ul> <p>Note: PSD will complete Activity Gain (Step 4) upon receipt of Demobilization package from NMPS, while the Service Member continues medical processing and documentation in Step 5.</p>
4	Process Activity Gain	Clerk/Supervisor	Process Activity Gain.
4.1	Receive, review, and dispatch Demobilization package	Supervisor	Supervisor receives, reviews, and dispatches Demobilization package to clerk for processing.
4.2	Receive Demobilization package and create Demobilization file, if required	Clerk	<p>Clerk receives Demobilization package and creates Demobilization file, if required.</p> <p>PSD requires these documents to process the demobilizing Reservist. Some of these documents will comprise the eventual Personnel Retain File and Pay Retain File.</p> <p>Refer to PPIB 17-05 and PPIB 17-11 for Demobilization package naming convention to support TRIM processing and archiving.</p> <p>Note 1: The NMPS may have initiated the Demobilization file for the PSD. Alternatively, the PSD may have initiated the Reservist Demobilization file from the Reservist Mobilization file, assuming Reservist mobilized at the same NMPS.</p> <p>Note 2: If TRIM has been implemented then clerk establishes (or adds to) Retain File. TOPS transaction is first saved to hard drive. If the naming convention was not followed, then clerk saves TOPS transaction using</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>standard TRIM naming convention. TOPS transaction is then saved to TRIM share drive for eventual archiving. Any subsequent TOPS attachment submissions in support of this transaction should be processed in a similar fashion to support final Retain File.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>
4.3	Compile information to support the Activity Gain	Clerk	<p>Clerk compiles information to support the Activity Gain.</p> <ul style="list-style-type: none"> <li>• Clerk reviews Demobilization orders from Demobilization file.</li> <li>• Clerk determines Reservist's BAH status in MMPA JJAA.</li> </ul> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
4.4	Process Activity Gain in NSIPS	Clerk	Clerk processes Activity Gain in NSIPS.
4.4.1	Was CPPA able to complete Activity Report Panel in NSIPS?	Clerk	<p>Was CPPA able to complete Activity Report Panel (Panel 1) in NSIPS?</p> <p>If Yes, go to 4.4.4</p> <p>If No, go to 4.4.2</p>
4.4.2	Process Activity Loss	Clerk/Supervisor	Clerk/Supervisor process Activity Loss from previous Permanent Duty Station (PDS)/intermediate activities, as appropriate.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to:</p> <ul style="list-style-type: none"> <li>• Transfer SOP NSIPS Activity Loss steps</li> <li>• Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)</li> <li>• NSIPS Job Performance Aid (JPA)</li> </ul> <p>as appropriate</p> <p>Transfer SOP:  <a href="https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Transfers%20SOP.aspx">https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Transfers%20SOP.aspx</a></p> <p>Defense Joint Military Pay System (DJMS) Procedures Training Guide:  <a href="https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm">https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm</a></p> <p>SPAWARSYSCEN-ATLANTIC (PMW 240-T) NSIPS Pers/Pay Job Performance Aids (JPA) Transfers:  <a href="https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp">https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp</a></p>
4.4.3	Complete Activity Report Panel in NSIPS	Clerk	<p>Clerk completes Activity Report Panel in NSIPS</p> <p>Refer to SOP Step 3.3</p> <p>After Activity Loss (SH) posts in MMPA, Clerk completes Activity Report Panel and subsequent NSIPS panels to accomplish Service Member's Activity Gain.</p>
4.4.4	Complete Activity Gain in NSIPS	Clerk	<p>Clerk completes Activity Gain in NSIPS.</p> <p>Note: Data required to complete Gain panels vary from Service Member to Service Member. Input information as applicable.</p> <p>Login to NSIPS:</p> <ul style="list-style-type: none"> <li>• Verify My NSIPS Tasks/Notifications checkbox is checked. If not, click inside the box and then click Save.</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• The NSIPS Task/Notification section will show the number of Activity Reports that are pending action. Click the Command PASS Activity Report link to go to the dashboard.</li> <li>• On the Activity Report Dashboard, each name is a hyperlink to the Service Member's Activity Report. Click on a name.</li> <li>• The Activity Report Panel will display. PSDs cannot change any information entered by a CPPA.</li> <li>• If a CPPA left comments, there will be a small red arrow next to the Comments box. Click the Comments Box. When finished reading comments, click Ok. If there are no comments, skip this section.</li> </ul> <p>To complete the Activity Gain and generate the Activity Report pay FIDS, complete the Delay in Reporting, Misc Data and Additional Reporting (as applicable) panels.</p> <p>Update Delay in Reporting Panel:</p> <ul style="list-style-type: none"> <li>• BAS/Foreign Duty Pay/Career Sea Pay/Zip Code &amp; BAQ - entries in these blocks will initiate entitlements</li> <li>• Verify/Update zip code, Basic Allowance for Quarters (BAQ) Accommodation Status, and BAQ type based upon supporting documentation. This prevents Basic Allowance for Housing (BAH) entitlements from terminating when Activity Gain posts</li> <li>• ADSN Indicator - auto-populates, correct entry if required</li> <li>• Enter travel time, proceed time, and leave, as applicable</li> <li>• Movement Reason Code - use appropriate code. If unsure, contact your supervisor for guidance</li> <li>• Date Arrive/Depart CONUS - Determines Outside-CONUS Travel Time</li> </ul> <p>Note: Ensure Service Member's BAH entitlement is verified and the appropriate data fields are completed on this panel of the GAIN transaction. Refer to MPA 43/09, as required.</p> <p>Update Misc Data Panel:</p> <ul style="list-style-type: none"> <li>• For Officers, fill in Billet Sequence Code (BSC) from PCS orders</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• For Enlisted, update Duty Involving Flying, Crewman (DIFCREW) indicator</li> <li>• Click "Address and Phone" to update Service Member's contact information</li> <li>• Click "Dependency Data" to update Service Member's NAVPERS 1070/602 - MUST BE COMPLETED ON EVERY GAIN</li> <li>• Check "FSA Eligibility" indicator", as required</li> </ul> <p>Note: Those drawing BAH based solely on child support payment only are not entitled to FSA.</p> <p>Review/Update Additional Reporting Panel: Update as required to identify interim duty stations. Use to report additional elapsed time and Temporary Duty not previously reported. Forward Activity Gain to supervisor for audit and release.</p>
4.4.5	Select Projected Release Date and forward to supervisor for audit and release	Clerk	Clerk selects Projected Release Date and forwards to supervisor for audit and release.
4.4.6	Audit and release Activity Gain in NSIPS	Supervisor	<p>Supervisor audits and releases Activity Gain in NSIPS.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor"</i></p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<i>Account.</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.
4.4.7	Update transient tracking file in NSIPS	Clerk	<p>Clerk updates transient tracking file in NSIPS.</p> <p>Once the Activity Gain is released, update the transient tracking file to reflect that the Reservist is onboard for Demobilization processing. This will facilitate PSD's internal tracking of demobilizing Reservist via the Transient Monitoring and Tracking Report (TMTR).</p> <p>If not already in NSIPS, login to NSIPS: Transient Tracking &gt; Transient Tracking &gt; Use &gt; Transient Tracking. Enter Reservist's SSN.</p> <p>Clerk updates Panel 1 of Transient Tracking (Transient - General):</p> <ul style="list-style-type: none"> <li>• Enter Planned Loss Date (PLD): PLD needs to be estimated (normally 30 days after arrival at NMPS). This date will be updated once the separation date has been calculated and the <b>Strength Loss</b> has been processed.</li> <li>• Select ACC 380 (TEM DU and SEPROS - Pending SEP, DISCH, REL, or Retire)</li> <li>• Enter ACC Effective Date: Date reported to NMPS</li> <li>• Select appropriate Transient Tracking Code (TTC): 66A (Awaiting Separation - Discharge)</li> <li>• Enter TTC Effective Date: Date reported to NMPS</li> <li>• Update remarks to reflect Reservist onboard for Demobilization processing</li> </ul>
4.4.8	Verify Activity Gain posted	Clerk	<p>Clerk verifies Activity Gain posted.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify Activity Gain posted against LOPG/L0OG and JJAA in MMPA, as required.</p> <p>Check MMPA after one update cycle, but wait two update cycles before taking corrective action.</p>
4.4.9	Did Activity Gain post?	Clerk	<p>Did Activity Gain post?</p> <p>If No, go to 4.4.10.</p> <p>If Yes, go to 4.4.11.</p>
4.4.10	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits Activity Gain to supervisor for audit and release</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS</li> </ul> </li> </ol> <p>Go to 4.4.9.</p>
4.4.11	Archive copy of Activity Gain for Demobilization file	Clerk	Clerk archives copy of Activity Gain for Demobilization file.
4.5	Compile information to support separation date calculation and DD214 completion	Clerk	Clerk compiles information to support separation date calculation and DD214 (Certificate of Release or Discharge from Active Duty) completion, if not compiled prior to Reservist's arrival.
4.5.1	Review Reservist's L0OG/LOPG status	Clerk	Clerk reviews Reservist's L0OG/LOPG status from the Master Military Pay Account (MMPA) and archives in the Demobilization file, as required.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	from the MMPA and archive in the Demobilization file		<p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Review LOPG Screens 3 and 4 (Enlisted) and L0OG Screens 1 and 5 (Officers) from MMPA.</p> <p>Information includes the following data for the DD214 (Certificate of Release or Discharge from Active Duty):</p> <ul style="list-style-type: none"> <li>• Current Active Duty Date (CADD)</li> <li>• Pay Entry Base Date (PEBD)</li> <li>• Date of Birth (DOB)</li> <li>• Grade, Rate, and Rank</li> <li>• Navy Enlisted Classification (NEC) and Navy Officer Billet Classification (NOBC) codes</li> <li>• Expiration of Reserve Enlistment/Expiration of Active Obligated Service (EREN/EAOS) (Enlisted only)</li> <li>• Last duty station, etc.</li> </ul> <p>This information will be used to support the DD214 preparation and determine any applicable extension requirements.</p> <p>Note: Clerk may begin to populate DD214 as soon as data are obtained.</p>
4.5.2	Obtain ASOSH from BOL ASOSH, if required	Clerk	Clerk obtains Annual Statement of Service History (ASOSH) from Bureau of Personnel (BUPERS) Online (BOL) ASOSH, if required.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			The ASOSH will be required to calculate Block 12 entries on the DD214. Some PSDs obtain ASOSH from NMPS because the PSD has limited access to BOL ASOSH.
4.5.3	Obtain current and prior mobilization orders from BOL NMCMPs, if required	Clerk	<p>Clerk obtains current and prior mobilization orders from BOL NMCMPs, if required.</p> <p>Current and prior mobilization orders will determine if the Reservist was mobilized under U.S. Code Title 10, Sections 12301a, 12302, or 12304. If mobilized under the aforementioned sections, the Reservist may be eligible to receive Post-Deployment Mobilization Respite Absence, a form of administrative absence, per MILPERSMAN 1050-272 (Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel). Some PSDs are reliant upon NMPS to obtain current and prior mobilization orders because the PSD has limited access to BOL NMCMPs.</p>
4.5.4	Obtain prior DD214s from the OMPF, if required	Clerk	<p>Clerk obtains prior DD214s (Certificates of Release or Discharge from Active Duty) from the Official Military Personnel File (OMPF), if required.</p> <p>The ability of PSD to obtain prior DD214s supports pre-population of the current DD214 prior to the Activity Gain. NMPS may have provided prior DD214s with the Demobilization package. Prior DD214 is also required to determine date of separation during prior mobilization. Previous separation date may be required to support calculation of respite absence, if respite absence is authorized.</p>
4.5.5	Archive all data files in Demobilization file	Clerk	<p>Clerk archives all data files in Demobilization file.</p> <p>If TRIM is implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p>
5.	Complete medical processing and documentation	BUMED Provider/ Service Member/NMPS	<p>Complete medical processing and documentation.</p> <p>To ensure that Service Members are fully medically redeployed from expeditionary assignments, use of the NAVMED 1300/13,</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
		Redeployment Team	<p>Redeployment/Demobilization Medical and Dental Screening for IA to Overseas Contingency Operations Support Assignments (OSA) to document completion of medical requirements is mandatory.</p> <p>In addition to NAVMED 1300/13; DD2796, Post-Deployment Health Assessment (PDHA); and the administrative portion of the expeditionary screening form, NAVPERS 1300/23, Redeployment/Demobilization Administrative Checklist; and DD2697, Report of Medical Assessment, shall be completed as part of the medical processing at the NMPS site.</p> <p>DD2900, Post-Deployment Health Re-Assessment (PDHRA) shall be completed within 90 to 180 days upon completion of theater deployment at the Service Member's Reserve Activity. Service Members will complete medical referrals, if indicated, during the post-deployment phase.</p> <p>Note: DD2808, Report of Medical Examination is required for personnel who have completed separation physicals for an identified medical condition.</p>
5.1	Report to medical appointment	Service Member	<p>Service Member reports to medical appointment.</p> <p>Service Member brings the following to medical assessment:</p> <ul style="list-style-type: none"> <li>• Medical and dental record</li> <li>• Electronic Deployment Health Assessment (DD2796) online, available at: <a href="https://data.nmcphc.med.navy.mil/EDHA/login.aspx">https://data.nmcphc.med.navy.mil/EDHA/login.aspx</a>, if completed</li> </ul> <p>Note: IA Reservists will complete the Post-Deployment Health Assessment (PDHA) - DD2796 when returning through NMPS. The PDHA is completed on-line. PDHA needs to be completed prior to the Medical Provider encounter in order to certify the PDHA, thus supporting digital capture in the EDHA site and physical copy (hardcopy) in the medical record.</p>
5.2	Conduct medical assessment	BUMED Provider	BUMED provider conducts medical assessment and completes medical documentation.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• HIV/blood draw</li> <li>• Face-to-face interview with a medical provider</li> <li>• Complete DD2697, Report of Medical Assessment</li> <li>• Complete NAVMED 1300/13, Redeployment/Demobilization Medical and Dental Screening for Individual Augmentee (IA) Returning from Overseas Contingency Operations Support Assignments (OSA)</li> </ul> <p>Note regarding Dental Care: Demobilizing Reservists have 180 days to complete dental care at the VA (start date annotated in the DD214).</p>
5.3	Certify completion of medical assessment	BUMED Provider	<p>BUMED provider certifies completion of medical assessment.</p> <p>A two-person integrity check-out process ensures that Service Members who successfully complete medical assessment are then routed to the NMPS Redeployment Team for further processing.</p> <p>Service Members who will be held for further Medical Evaluation, Hold, or Delay are identified to the NMPS Redeployment Team and are required to contact and inform their NOSC/Unit chains of command.</p>
5.4	Verify compliance with SHPE program requirements for all Service Members, to include Reserve Component (RC) Members	NMPS Redeployment Team/BUMED Provider	<p>NMPS Redeployment Team/BUMED Provider verify compliance with Separation History and Physical Examination (SHPE) program requirements for all Service Members, to include Reserve Component (RC) Members</p> <p>Verify compliance with requirements identified in NAVADMIN 187/16, as applicable.</p> <p>Commanders, Commanding Officers and Officers-In-Charge of Military Treatment Facilities, and Department Heads of Operational Medical Departments, shall report the status of each separating/retiring Service Member's SHPE in the Navy's SHPE tracking system, as it is implemented in their command. Commands which do not have organic</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>medical assets will rely on the MTF or Branch Health Clinic performing their Service Member's SHPE.</p> <p>Command separation check-out sheets shall reflect the requirement to complete a SHPE prior to actual separation/end of active obligated service. The medical department will annotate compliance.</p> <p>Temporary Duty and terminal leave may be held in abeyance as deemed necessary to facilitate completion of SHPE process prior to separation of a Service Member.</p> <p>Note: Service Members may not be retained on active duty beyond the expiration of their active duty service obligation unless specifically provided for by applicable law and policy.</p>
5.5	Notify PSD of medical assessment completion	NMPS Redeployment Team	<p>NMPS Redeployment Team notifies PSD of medical assessment completion.</p> <p>PSD Supervisor receives notification from NMPS that Reservist has successfully or unsuccessfully completed medical assessment.</p> <p>Note: PSD will compute separation date (Step 8) and complete Service Member's DD214 (Step 9) upon notification of successful medical assessment outcome from NMPS, but PSD will be at a Stop if Service Member did not successfully screen. Service Member will continue to out process through NMPS, Complete Redeployment Briefings (Step 6) and Prepare for/attend Transition GPS/TAP (Step 7), if they didn't waive out, regardless of medical assessment outcome.</p>
6	Complete Redeployment Briefings	NMPS Redeployment Team/Service Member	Complete Redeployment Briefings.
6.1	Conduct/coordinate redeployment briefings	NMPS Redeployment Team	NMPS Redeployment Team conducts/coordinates redeployment briefings.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Warrior Transition Program Admin (provided in Sembach, Germany)</li> <li>• Department of Veteran Affairs</li> <li>• Combat Operation Stress Control/Operation Stress Control (includes Chaplain care)</li> <li>• Fleet &amp; Family Support Center</li> <li>• Personnel Support Detachment</li> <li>• Medical</li> <li>• Post Deployment Health Care               <ul style="list-style-type: none"> <li>○ VA Healthcare</li> <li>○ Tricare</li> </ul> </li> <li>• Navy Legal Services</li> </ul>
6.2	Determine and document VOW/VEI requirements	NMPS Redeployment Team	<p>NMPS Redeployment Team determines and documents Veterans Opportunity to Work (VOW) Act &amp; Veterans Employment Initiative (VEI) requirements.</p> <p>The Veterans Opportunity to Work Act of 2011 mandates Transition GPS attendance for all personnel released from title 10 active-duty periods of 180 days or more. Department of Defense policy requires eligible personnel, including qualifying RC personnel, to:</p> <ol style="list-style-type: none"> <li>a. Receive pre-separation counseling and complete the DD 2648 eForm documenting the pre-separation counseling</li> <li>b. Attend the Department of Labor Employment Workshop (DOLEW), unless exempt;</li> <li>c. Attend Veterans Affairs (VA) benefits briefings;</li> <li>d. Complete the Service Member's Individual Transition Plan and verify/document CRS achievement on the DD 2648 eForm.</li> </ol> <p>The VOW Act, as part of the National Defense Authorization Act (NDAA) of 2011, includes the White House's VEI to reduce veteran unemployment. The VOW Act mandates Transition Assistance Program (TAP) for all separating personnel including Reserve Component (RC) personnel who have served 180 days or more on Title 10 Active Duty (MOB, ADSW &amp; ADT).</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>DTM 12-007 - "Implementation of Mandatory TAP Participation for Eligible Service Members" establishes the policy, assigns responsibilities, and prescribes procedures by which the Military Departments administer the mandatory TAP.</p> <p>Reserve Component Specific Information: Effective with the 26 Nov 2012 NMPS class and in accordance with the VOW Act, demobilizing Reservists are required to attend a 5-day TAP class during their out-processing, unless a waiver (exemption) has been granted. To be waived (exempt) from TAP, you must meet one of the following: a) confirmed employment or enrollment in an accredited technical training, undergraduate or graduate degree program or b) previously attended TAP class. If not waived (exempt) from TAP, NMPS becomes a 2-week ISTOP with Week One: demobilization process and Week Two: TAP class. See the Waivers and Options snapshot for additional guidance.</p> <p>Note: No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.</p>
6.2.1	Verify, document, and report pre-separation counseling	NMPS Redeployment Team	<p>NMPS Redeployment Team verifies, documents, and reports pre-separation counseling, as required.</p> <p>Per NAVADMIN 030/15 pre-separation counseling should have occurred and been reported during Service Member's mobilization processing</p> <p>Personnel voluntarily separating may access transition services 12 months prior to their separation date. A Service Member's characterization of service, including "other than honorable," "dishonorable," or "bad conduct" discharge, does not affect eligibility to participate in the core components of TAP. Pre-separation counseling shall commence as soon as possible during the 12 month period preceding the anticipated separation date.</p> <p>Counseling shall include at a minimum:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Completion of DD2648 eForm, Pre-Separation Counseling Checklist (Needs Assessment)</li> <li>• VA e-Benefits registration</li> <li>• Issuing of ITP and completion of Block 1, Section I</li> <li>• Discuss required documentation for attending Transition GPS/TAP</li> <li>• Schedule Service Member for Transition GPS or VA Benefits Briefing (for exempt Service Members only)</li> </ul> <p>Reporting requirements: Command transition/career counselors will use the Defense Manpower Data Center's (DMDC) web based TAP applications online tool available at: <a href="http://www.dmdc.osd.mil/tac/">http://www.dmdc.osd.mil/tac/</a> or <a href="https://dodtap.mil/">https://dodtap.mil/</a> to conduct and document pre-separation counseling for active component Service Members and for deactivating/ demobilizing National Guard and Reserve Service Members (DD 2648 eForm).</p> <p>Note: If DD 2648 eForm cannot be accessed in the DOD Transition Assistance Program (DODTAP) application, then CCC conducts pre-separation counseling using DD 2648 hardcopy form. The information is subsequently transferred to the DMDC web based TAP application, when available.</p>
6.2.1.1	Verify pre-separation counseling	NMPS Redeployment Team	<p>NMPS Redeployment Team verifies pre-separation counseling.</p> <p>Pre-Separation Counseling is mandatory counseling that is provided to eligible Service Members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.</p> <p>Refer also to NAVADMIN 030/15, Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance, for returning RC Demobilization and OCONUS ADSW requirements.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>For RC Mobilization, pre-separation counseling should have occurred during Service Member's mobilization, if not NMPS Redeployment team conducts pre-separation counseling.</p> <p>NRA/NOSC Command Career Counselor (CCC) or the Transition Officer (TO) will complete pre-separation counseling and DD 2648 eForm with RC personnel prior to mobilization. The CCC or TO will complete the pre-separation counseling/upload to the Defense Manpower Data Center (DMDC), if required, no later than the ready load date (RLD). The NRA/NOSC commanding officer (CO) must verify completion of these actions prior to the RLD.</p> <p>NMPS will verify NRA/NOSC completion of pre-separation counseling and DD 2648 eForm in DMDC</p> <p>A Guide for Pre-Separation Counseling Checklist to assist in completing the DD2648 can be found at: <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a>.</p> <p>Command transition/career counselors use the DMDC web based TAP applications online tool available at: <a href="http://www.dmdc.osd.mil/tac/">http://www.dmdc.osd.mil/tac/</a> or <a href="https://dodtap.mil/">https://dodtap.mil/</a> to conduct and document pre-separation counseling for active component Service Members and for deactivating/demobilizing National Guard and Reserve Service Members (DD 2648 eForm)</p>
6.2.1.2	Document and report pre-separation counseling	NMPS Redeployment Team	<p>NMPS Redeployment Team documents and reports pre-separation counseling, if required.</p> <p>For RC Mobilization, pre-separation counseling should have occurred and been documented during Service Member's mobilization, if not NMPS Redeployment team conducts and/or documents pre-separation counseling.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online as required by law.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>To obtain access to DMDC/TAP, CCC must complete SAAR Form DD2875:</p> <ul style="list-style-type: none"> <li>• Complete Parts I (block 11 MUST be digitally signed using a CAC), II and III</li> <li>• Email completed SAAR to: <a href="mailto:tom.albert@navy.mil">tom.albert@navy.mil</a> or <a href="mailto:david.greene@navy.mil">david.greene@navy.mil</a></li> <li>• Contact OPNAV N135Fat (901) 874-4254 or (901) 874-6545 for additional guidance</li> </ul>
6.2.1.3	Login to DoDTAP webpage	NMPS Redeployment Team	<p>NMPS Redeployment Team/Service Member login to DoDTAP webpage</p> <p>Access DoDTAP website at <a href="https://dodtap.mil/">https://dodtap.mil/</a> or <a href="https://dodtap.mil/login.html">https://dodtap.mil/login.html</a>, as required.</p> <p>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member</p> <p>Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member, if this is the case.</p>
6.2.1.4	Create new/open existing DD 2648 eForm for Service Member	NMPS Redeployment Team	<p>NMPS Redeployment Team/Service Member create new/open existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p> <p>1. Login to DoDTAP for Managers and Counselors</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page.</p> <p>3. Within the transition documents menu click create New/Open eForm</p> <p>4. In the DoD ID number box enter the Service member's DoD ID number.</p> <p>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.</p>
6.2.1.5	Complete/verify the DD 2648 eForm - Service Member Personal Information	Service Member/ NMPS Redeployment Team	<p>Service Member/ NMPS Redeployment Team completes/verifies the DD 2648 eForm - Service Member Personal Information</p> <p>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p> <p>Note: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.</p> <p>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.</p> <ul style="list-style-type: none"> <li>• If there are errors, please advise the Service member to report errors to their CPPA and supporting PSD</li> <li>• If there are no errors update</li> </ul> <p>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.
6.2.1.6	Complete the Pre-Separation Counseling section of the eForm	NMPS Redeployment Team/Service Member	<p>NMPS Redeployment Team/Service Member completes the Pre-Separation Counseling section of the eForm, only if required</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p> <p>CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.</p> <p>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable</p> <p>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.</p>
6.2.1.7	Review, sign and print copy of Pre-Separation counseling DD2648	NMPS Redeployment Team/Service Member	<p>NMPS Redeployment Team/Service Member review, sign and print copy of Pre-Separation Counseling DD2648, only if required</p> <p>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.</p> <p>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely, it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.</p> <p>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>with connectivity) by putting in their username and password, accessing the eForm and signing.</p> <p>NMPS Redeployment Team prints completed Pre-Separation counseling eForm</p> <p>NMPS Redeployment Team provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for 2 years.</p>
6.2.1.8	Access and print DD Form 2586 Verification of Military Experience and Training (VMET)	NMPS Redeployment Team/Service Member	<p>NMPS Redeployment Team/Service Member access and print DD Form 2586 Verification of Military Experience and Training (VMET) from DoDTAP for Service Member's and Veterans home page.</p> <ol style="list-style-type: none"> <li>1. On the main page, with your mouse, highlight the VMET TAB at the top of the page.</li> <li>2. Select Access VMET Documents When you select "Access VMET Documents", it allows you to select the applicable radio button for which document you need and click the "Submit" button. DoDTAP for Service Members and Veterans will then provide either your VMET DD2586 or cover letter as a PDF that you can download and print locally.</li> <li>3. Select the desired document and click the "Submit" button; the document will open in PDF format for downloading and printing.</li> </ol> <p>The VMET document lists your military experience and training which may have application to employment in the private sector. Use the document as a tool to prepare resumes and job applications, in concert with evaluation reports, training certificates, awards, transcripts, and other pertinent documents. It is <i>not an official transcript</i> for purposes of granting college credit, but it can be used to <i>support</i> that you have met training and/or course requirements to qualify for civilian occupations, certificates, licenses, or programs of study. Credit recommendations from the American Council of Education (ACE) for occupations and/or courses are listed when they are available; academic institutions determine which credits are applicable to a program of study.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>VMET Updates vs. Your Separation</p> <p>If your VMET document is not fully updated by the time you take your Transition classes and separate, that is still considered acceptable, since the Transition Counselors know that the VMET document has a lengthy lag time for update delays. The Date of Information (block 5) on your VMET document is the last date we received information from the Services for you, as it usually lags about 3-6 months behind the current date. What this means is that anything that occurred after that date will not appear on this VMET; you will have to wait for the next quarter of data to be loaded into VMET to see that information.</p>
6.2.1.9	Register for Veterans Affairs (VA) e-Benefits	Service Member	<p>Service Member registers for Veterans Affairs (VA) e-Benefits (DoD self-service logon).</p> <p>Register for Veterans Affairs (VA) e-Benefits at:  <a href="https://www.ebenefits.va.gov/ebenefits-portal">https://www.ebenefits.va.gov/ebenefits-portal</a></p>
6.2.1.10	Print and issue Individual Transition Plan (ITP) to Service Member	NMPS Redeployment Team	<p>NMPS Redeployment Team prints and issues ITP (Blocks 1-6) to Service Member during pre-separation counseling verification, if required.</p> <p>ITP (Blocks 1-6) are available at:  <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a></p> <p>The ITP is also accessible from the DoDTAP website at:  <a href="https://dodtap.mil/rest/docs?filename=Individual_Transition_Plan.pdf">https://dodtap.mil/rest/docs?filename=Individual_Transition_Plan.pdf</a></p>
6.2.1.11	Complete Section I, Block 1 of the ITP	Service Member/NMPS Redeployment Team	<p>Service Member completes Section I, Block 1 of the ITP, "Personal Assessment" with assistance from NMPS Redeployment Team, only if required.</p> <p>All Service Members on Active Duty orders greater than 180 days must initiate Block 1 of an ITP prior to going to NMPS or before attending TAP to meet Career Readiness Standards (CRS) commensurate with their desired employment, education, technical training, or entrepreneurial</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>objectives prior to separation. If the ITP was not initiated in-theater, initiate now, otherwise use previously initiated ITP.</p> <p>ITP Blocks 2-6 will be completed at Transition-GPS or TAP by the Service Member.</p> <p>The ITP is based on a standard DoD template and is the key document to navigate the Transition GPS curriculum. ITP Block 1 is available at: <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a>.</p> <p>The ITP is an evolving document that is reviewed and modified throughout the entire transition process.</p> <ul style="list-style-type: none"> <li>• Complete Section I, Block 1 of the ITP: Identify Post-transition Personal/Family Requirements <ul style="list-style-type: none"> <li>○ Taking Care of Individual/Family Needs</li> <li>○ Assessing Benefits and Entitlements</li> <li>○ Getting Financially Ready</li> </ul> </li> <li>• Attach DD2648, Pre-separation Counseling Checklist to the ITP</li> <li>• Inform Service Member to bring initiated ITP to Transition GPS and update accordingly</li> <li>• Additional ITP Blocks are available at: <a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/TAP.aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/TAP.aspx</a></li> </ul> <p>ITP will be reviewed by command representative during Career Readiness Standards verification near the completion of the Transition process.</p>
6.2.1.12	Does Service Member meet exemption criteria for DOL workshop and	NMPS Redeployment Team	Does Service Member meet exemption criteria for Department of Labor (DOL) workshop portion of Transition GPS Seminar and elect not to participate?



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	elect not to participate?		<p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p> <p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p> <ol style="list-style-type: none"> <li>1. Service members retiring after 20 or more years of active federal service in the military departments.</li> <li>2. Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> <li>○ Are able to provide documented evidence of civilian employment.</li> <li>○ Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program.</li> <li>○ Have previously attended the DOL Employment Workshop (TAP workshop)</li> </ul> </li> </ol> <p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 6..2.1.13</p> <p>If No, go to 6..2.1.14</p>
6.2.1.13	Schedule VA Benefits Briefing (for those exempt from DOL workshop)	NMPS Redeployment Team	<p>NMPS Redeployment Team schedules VA Benefits Briefing (for those exempt from DOL workshop).</p> <p>No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.</p> <p>Note: An exempt Service Member must formally document their decision to not participate in the DOL workshop on the DD 2648 eForm.</p> <p>Go to 6.3.</p>
6.2.1.14	Schedule Transition GPS	NMPS Redeployment Team	<p>NMPS Redeployment Team schedules Transition GPS with Fleet and Family Service Center (FFSC).</p> <p>A virtual Transition GPS course is now available on the Joint Knowledge Online (JKO) website which meets all requirements. Service Members electing to complete the virtual curriculum must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be assigned at an isolated or remote duty station, 50 miles or greater from the nearest military installation that offers the Transition GPS course in a traditional “brick and mortar” classroom setting. Transition GPS is standardized across all branches of the service and Service Members may attend, depending on quota availability, at any military installation to meet the requirements of the law.</li> <li>• deployed or have a short notice separation date, making it difficult to obtain a quota for attending Transition GPS at a military installation.</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>When Service Members complete virtual Transition GPS via JKO they are automatically mustered in the DMDC Tap website. Attendance at a Transition GPS facility is the preferred method and every effort should be made to secure a quota prior to separation, regardless of the circumstances of that separation (administrative or punitive). Service Members separating during or shortly after a deployment should complete the classroom Transition GPS prior to that deployment. Procedures for enrolling in virtual Transition GPS on JKO are located at:  <a href="http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/TAP.aspx">http://www.public.navy.mil/BUPERS-NPC/CAREER/TRANSITION/Pages/TAP.aspx</a>.</p> <p>Remote or isolated areas (ships underway with unplanned separations) without internet access may complete virtual Transition GPS curriculum modules via compact disc (CD). To request a copy of the Transition GPS CD, contact OPNAV N170C points of contact listed in NAVADMIN 154/14 Para 11. When Service Members complete virtual Transition GPS via CD, commands are required to verify course completion and document completion via the session of DMDC Tap website at:  <a href="https://www.dmdc.osd.mil/tac1">https://www.dmdc.osd.mil/tac1</a>.</p> <p>Note 1: Adverse Separations: The Characterization of a Service Member's service does not remove eligibility for attending core components of Transition GPS (formerly TAP). Service Members who are being administratively separated (ADSEP) under honorable, general or other than honorable conditions are not exempt from Transition GPS participation. It is highly recommended that Transition GPS quotas be obtained as soon as ADSEP processing is initiated, when possible. If a Service Member has an Administrative Separation (ADSEP) letter and is pending imminent separation and subsequently becomes eligible/chooses to be retained in service, his/her CO must issue another letter rescinding the ADSEP letter IAW NAVADMIN 178/15 stating the Service Member will be retained in service. Please ensure your separation clerks/supervisors are aware of these changes.</p> <p>Note 2: There is no authority to hold personnel past their End of Active Obligated Service (EAOS) to attend Transition GPS. Personnel may</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			attend Transition GPS up to 90 days after separating from Active Duty, if space is available, and in a non-pay status.
6.2.1.15	Verify Service Member has completed required documentation	NMPS Redeployment Team	<p>NMPS Redeployment Team verifies Service Member has completed required documentation prior to attendance at Transition GPS.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> <li>• Completed DD 2648 eForm Pre-separation Counseling Checklist</li> <li>• Registration information for Veterans Affairs (VA) e-Benefits at: <a href="https://www.ebenefits.va.gov/ebenefits-portal">https://www.ebenefits.va.gov/ebenefits-portal</a></li> <li>• Block 1 Section I of the ITP completed</li> </ul>
6.3	Direct Service Member to complete Post Deployment Survey	NMPS Redeployment Team	<p>NMPS Redeployment Team directs Service Member to complete Post Deployment Survey.</p> <p>The post deployment survey is available at the following link:</p> <p><a href="http://www.ia.navy.mil/">http://www.ia.navy.mil/</a></p> <p>The survey is password protected. Passwords can be obtained from U. S. Fleet Forces Command at: 757-836-4145 or DSN 836-4145.</p> <p>Please note that javascript (scripted windows) must be enabled in your browser to take the survey.</p>
7	Prepare for Transition GPS/TAP and/or VA Benefits Briefing	Service Member/ FFSC Staff/NMPS Redeployment Team	<p>Prepare for Transition GPS/TAP and/or VA Benefits Briefing.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> <li>• Completed DD 2648 eForm Pre-separation Counseling Checklist</li> <li>• Copy of completed registration for Veterans Affairs (VA) e-Benefits at: <a href="https://www.ebenefits.va.gov/ebenefits-portal">https://www.ebenefits.va.gov/ebenefits-portal</a></li> <li>• Block 1 Section I of the ITP completed</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>In addition to required documentation, it is recommended that Service Member bring the following documents for personal use:</p> <ul style="list-style-type: none"> <li>• Copy of Verification of Military Experience and Training (VMET): <a href="https://www.dmdc.osd.mil/tgps/">https://www.dmdc.osd.mil/tgps/</a></li> <li>• Most recent LES: <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a></li> <li>• Copy of personal credit report: <a href="https://www.annualcreditreport.com/cra/index.jsp">https://www.annualcreditreport.com/cra/index.jsp</a></li> <li>• Copy of Career Interest Inventory Assessment from O*Net "Interest Profiler": <a href="http://www.mynextmove.org/explore/ip">www.mynextmove.org/explore/ip</a></li> <li>• Copy of Joint Services Transcript (JST) (formerly SMART): <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a></li> <li>• Copy of Evals/FITREPS</li> <li>• Copy of medical and dental records</li> </ul>
7.1	Complete Block 1 Section II of ITP	Service Member	<p>Service Member completes Block 1 Section II of the ITP.</p> <p>Complete Block 1 Section II of ITP: Evaluate Military and Civilian Experience and Training:</p> <ul style="list-style-type: none"> <li>• Document job related training</li> <li>• Verifying eligibility for licensure, certification</li> <li>• Identify career field(s) you are qualified to enter</li> </ul>
7.1.1	Obtain copy of VMET	Service Member	<p>Service Member obtains copy of VMET.</p> <p>Note: VMET is readily accessible from the Service Member's client record homepage, and may have been previously accessed and printed during pre-separation counseling session.</p> <p>VMET enables a Service Member to document a portfolio of knowledge, experience, skills, talents, and abilities. DD2586, "Verification of Military Experience and Training" outlines the training and experience received during a military career. To obtain verification document, go to the VMET website at: <a href="https://www.dmdc.osd.mil/tgps/">https://www.dmdc.osd.mil/tgps/</a> or <a href="https://dodtap.mil/login.html">https://dodtap.mil/login.html</a>.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>All separating military personnel can electronically download and print their VMET document and personal cover letter from their military service from the VMET website. Select the "Request Document" and "Request Cover Letter" tabs, download, and print each of these documents.</p> <p>Service Members can obtain their verification document online as long as they have a current DoD Common Access Card (CAC) or have a current Defense Finance, Accounting Service (DFAS) myPay Personal Identification Number (PIN), or DS Logon. If there are problems accessing VMET, check with the local transition counselor for assistance.</p>
7.1.2	Obtain copy of JST	Service Member	<p>Service Member obtains copy of Joint Services Transcript (JST) (formerly SMART).</p> <p>JST documents college courses, degrees, and certifications completed on Active Duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education.</p> <p>JST also provides recommended college credit for military occupational experience and training. Recommendations are made by the American Council on Education (ACE).</p> <ul style="list-style-type: none"> <li>• A CAC and CAC-enabled computer is required</li> <li>• Login to JST at: <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a> <ul style="list-style-type: none"> <li>○ Review JST to verify data accurately reflects all training and education</li> <li>○ Take all necessary actions to ensure JST is current, accurate, and complete</li> <li>○ Use correction procedures identified on the JST Welcome page. See “How to make updates or corrections to your JST”</li> <li>○ Use JST to facilitate degree planning</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.1.3	Obtain copy of Interest Inventory Assessment	Service Member	<p>Service Member obtains a copy of their Career Interest Inventory Assessment from O*Net "Interest Profiler":  <a href="http://www.mynextmove.org/explore/ip">www.mynextmove.org/explore/ip</a>.</p> <ul style="list-style-type: none"> <li>Discover how interests relate to the world of work using the O*NET "Interest Profiler" at: <a href="http://www.mynextmove.org/explore/ip">www.mynextmove.org/explore/ip</a></li> <li>Translate military skills, training, and experience into civilian occupations, credentials, and employment using the O*NET OnLine "Crosswalk Search" at: <a href="http://www.online.onetcenter.org/crosswalk">www.online.onetcenter.org/crosswalk</a></li> <li>Find civilian credentials related to enlisted ratings, officer designators, or collateral duty/out of rate assignments using Navy COOL at: <a href="https://www.cool.navy.mil">https://www.cool.navy.mil</a></li> </ul>
7.1.4	Obtain copy of personal credit report	Service Member	<p>Service Member obtains copy of personal credit report from:  <a href="https://www.annualcreditreport.com/cra/index.jsp">https://www.annualcreditreport.com/cra/index.jsp</a>.</p> <p>Credit report will be used to prepare 12-month budget during PFM seminar portion of Transition GPS.</p>
7.1.5	Obtain copy of most recent LES	Service Member	Service Member obtains copy of most recent LES from: <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a> .
7.1.6	Obtain copy of Evals/FITREPS	Service Member	Service Member obtains copy of Evals/FITREPS.
7.2	Is Service Member exempt from DOL workshop?	Service Member/NMPS Redeployment Team	<p>Is Service Member exempt from DOL workshop?</p> <p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p> <p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Service members retiring after 20 or more years of active federal service in the military departments.</li> <li>• Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> <li>○ Are able to provide documented evidence of civilian employment.</li> <li>○ Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program.</li> <li>○ Have previously attended the DOL Employment Workshop (TAP workshop)</li> </ul> </li> </ul> <p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p> <p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 7.3. If No, go to 7.4.</p>
7.3	Attend VA Benefits Briefing	Service Member	<p>Service Member attends VA Benefits Briefing.</p> <p>Veterans' Benefit Briefing includes federal benefits for Veterans and Dependents:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• VA Compensation and Pension Benefits</li> <li>• VA Benefits Summary</li> <li>• Benefits for Veterans of Enduring Freedom/Iraqi Freedom and Other Theaters of Operation, if applicable</li> <li>• Summary of VA Benefits for Guard and Reserve Members, if applicable</li> </ul> <p>Go to 7.5</p>
7.4	Attend Transition GPS	Service Member	<p>Service Member attends Transition GPS.</p> <p>Mandatory 5-day Transition GPS core curriculum provides the following:</p> <ul style="list-style-type: none"> <li>• Resilient transition</li> <li>• Special issues</li> <li>• Considerations for families</li> <li>• Support systems</li> <li>• Value of a mentor</li> <li>• Stress management</li> <li>• Military occupational code crosswalk gap analysis</li> <li>• Financial planning</li> <li>• VA Benefits Briefings 1 and 2</li> <li>• DOL Employment Workshop</li> <li>• ITP review</li> </ul>
7.5	Document post-transition career path	Service Member	<p>Service Member documents post-transition career path.</p> <p>Participation in the individual Transition GPS tracks is based on Service Member's ability to attain CRS. The Transition GPS tracks are:</p> <ul style="list-style-type: none"> <li>• accessing higher education</li> <li>• technical training</li> <li>• entrepreneurship</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>For more information on additional tracks and scheduled dates in your area visit:</p> <p><a href="http://www.cnmc.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html">http://www.cnmc.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html</a></p>
7.5.1	Determine post-transition career path	Service Member	<p>Service Member determines their post-transition career path.</p> <p>Complete Block 1 Section III of ITP: Determine Post-transition Career Path.</p> <p>Service Member determines the career field to pursue based on personal, family, and financial obligations and desires</p> <ul style="list-style-type: none"> <li>• Desired Career Field</li> <li>• Desired Relocation Destination</li> </ul>
7.5.2	Designate a specific transition career path	Service Member	<p>Service Member designates a specific transition career path.</p> <p>Select the specific transition career path to pursue. Use collected documentation, personal, family, and financial obligations to determine the appropriate transition career path. Complete appropriate Block of ITP.</p> <ul style="list-style-type: none"> <li>• Employment (refer to ITP Block 2, Employment) <ul style="list-style-type: none"> <li>○ I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities.</li> </ul> </li> <li>• Education (refer to ITP Block 3, Education) <ul style="list-style-type: none"> <li>○ I require additional education in my desired career field.</li> </ul> </li> <li>• Technical Training (refer to ITP Block 4, Technical Training) <ul style="list-style-type: none"> <li>○ I require additional technical training in my desired career field.</li> </ul> </li> <li>• Entrepreneurship (refer to ITP Block 5, Entrepreneurship) <ul style="list-style-type: none"> <li>○ I desire to start my own business.</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.6	Report Transition GPS attendance	FFSC Staff	<p>FFSC Staff report Transition GPS attendance.</p> <p>FFSC enters Transition GPS attendance data into DMDC web based application available at: <a href="https://www.dmdc.osd.mil/tac1">https://www.dmdc.osd.mil/tac1</a> no later than 5 days after the end of each month.</p>
7.7	Provide Service Member with VOW/VEI documentation	NMPS Redeployment Team	<p>NMPS Redeployment Team provides Service Member with VOW/VEI documentation.</p> <p>Upon completion of Transition - GPS, SELRES Members will bring two documents to their servicing Navy Operational Support Center (NOSC) to ensure course completion entry and verification:</p> <ul style="list-style-type: none"> <li>• Completed DD 2648 eForm Pre-separation Counseling Checklist</li> <li>• ITP Block 1 (initiated by Service Member)</li> </ul>
7.8	Did Service Member successfully complete medical screening?	NMPS Redeployment Team	<p>Did Service Member successfully complete medical screening?</p> <p>If Yes, go to 8. If No, go to Stop.</p> <p>Note: Steps 8 and 9 have already been completed by the PSD, if the medical assessment outcome was positive following Step 5.</p>
8	Calculate separation date	Clerk/Supervisor	Calculate separation date.
8.1	Receive notification from NMPS that Reservist has successfully completed medical screening	Supervisor	Supervisor receives notification from NMPS that Reservist has successfully completed medical screening.
8.2	Establish NMPS departure date	Supervisor	Supervisor establishes NMPS departure date.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Supervisor and NMPS collaborate to determine NMPS departure date to calculate separation date and complete DD214 (Certificate of Release or Discharge from Active Duty). There are a number of factors that impact the departure date including:</p> <ul style="list-style-type: none"> <li>• PSD workload</li> <li>• Reservist mode of travel to NOSC</li> <li>• Flight schedule/bus schedule for return travel to NOSC, etc.</li> </ul>
8.3	Schedule appointment for Reservist to review separation documentation and inform NMPS CPPA	Supervisor	<p>Supervisor schedules appointment for Reservist to review separation documentation and informs NMPS Command Pay and Personnel Administrator (CPPA).</p> <p>The scheduled appointment is intended for Reservist to review the following:</p> <ul style="list-style-type: none"> <li>• DD214 (Certificate of Release or Discharge from Active Duty)</li> <li>• NAVCOMPT 3065 (Leave Request/Authorization), including both Separation and Paternity, if applicable</li> <li>• NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) and NAVPERS 1070/621 (Agreement to Extend Enlistment), if required</li> <li>• NAVPERS 1070/613s, (e.g., Administrative Remarks for SLA), if applicable</li> </ul>
8.4	Assign demobilizing Reservists to clerk for demobilization processing	Supervisor	<p>Supervisor assigns demobilizing Reservists to clerk for demobilization processing.</p> <p>The Reservist, or a group of Reservists, may have already been assigned to a specific clerk prior to or upon arrival at NMPS via Transaction Online Processing System (TOPS).</p>
8.5	Calculate travel time and deactivation time	Clerk	Clerk calculates travel time and deactivation time.
8.5.1	Record NMPS departure date on	Clerk	Clerk records NMPS departure date on Demobilization Checklist.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Demobilization Checklist		This date is previously agreed upon date between supervisor and NMPS.
8.5.2	Determine mode of travel using NAVCOMPT 3065	Clerk	<p>Clerk determines mode of travel using NAVCOMPT 3065 (Leave Request/Authorization).</p> <p>Determine the Reservist's mode of travel from NMPS to the NOSC and from NOSC to home address.</p> <p>Note: The Reservist may also have indicated the mode of travel on DD214 (Certificate of Discharge or Release from Active Duty) WS.</p>
8.5.3	Determine mileage from NMPS to NOSC duty station zip code using DFAS DTOD, if required	Clerk	<p>Clerk determines mileage from NMPS to NOSC duty station zip code using DFAS Defense Table of Official Distances (DTOD), if required.</p> <p>Clerk determines travel time from NMPS to NOSC. For air and bus travel, clerk determines travel time based upon actual schedule. If travel is by Privately Owned Conveyance (POC) then travel time is determined based upon mileage calculation, see below:</p> <ul style="list-style-type: none"> <li>• 0-100 miles: 0 Days</li> <li>• 101-400 miles: 1 Day</li> <li>• 401-750 miles: 2 Days</li> <li>• 751-1100 miles: 3 Days</li> <li>• 1101-1450 miles: 4 Days</li> <li>• 1451-1800 miles: 5 Days</li> <li>• 1801-2150 miles: 6 Days</li> </ul> <p>Continue mileage series as required. Travel time determination is consistent with established criteria in MILPERSMAN 1320-110 (Travel Time in Conjunction with Call to or Release From Active Duty).</p>
8.5.4	Determine deactivation date	Clerk	Clerk determines deactivation date.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Allocate one day for deactivation processing at the NOSC.
8.5.5	Determine mileage from NOSC duty station to home address zip code from orders using DFAS DTOD, if required	Clerk	<p>Clerk determines mileage from NOSC duty station to home address zip code from orders using DFAS DTOD, if required.</p> <p>Clerk determines travel time from NOSC to home address (home address from which Reservist was mobilized). Travel time by POC is determined based upon mileage calculation. Deactivation at NOSC is a brief process, and Reservist is afforded one day to deactivate, so travel authorization from NOSC to home address is modified accordingly per the below schedule:</p> <ul style="list-style-type: none"> <li>• 0-400 miles: 0 Days</li> <li>• 401-750 miles: 1 Day</li> <li>• 751-1100 miles: 2 Days</li> <li>• 1101-1450 miles: 3 Days</li> <li>• 1451-1800 miles: 4 Days</li> <li>• 1801-2150 miles: 5 Days</li> </ul> <p>Continue mileage series as required. Given consideration for deactivation processing, travel time determination is consistent with established criteria in MILPERSMAN 1320-110 (Travel Time in Conjunction with Call to or Release From Active Duty).</p>
8.5.6	Calculate travel time and deactivation time	Clerk	<p>Clerk calculates travel time and deactivation time.</p> <p>Add results from steps 8.5.3, 8.5.4, and 8.5.5 to determine travel time (both legs) and deactivation time.</p>
8.5.7	Record travel time and deactivation time on Demobilization Checklist	Clerk	Clerk records travel time and deactivation time on Demobilization Checklist.
8.6	Determine Reservist's eligibility for Post-Deployment/	Clerk	Determine Reservist's eligibility for Post-Deployment/Mobilization Respite Absence (PDMRA).



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Mobilization Respite Absence (PDMRA)		<p>Reserve Component (RC) Members who exceed the established mobilization threshold (1 year mobilized to 5 years demobilized (1:5) may be eligible to receive Post-Deployment Mobilization Respite Absence, a form of administrative absence.</p> <p>Refer to MILPERSMAN 1050-272 (Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel).</p>
8.6.1	Review current mobilization orders	Clerk	<p>Clerk reviews current mobilization orders.</p> <p>Mobilization orders and order modifications, if applicable, can be found in the Demobilization file, if previously archived, or obtained from NCMCPS.</p>
8.6.2	Determine current mobilization authority	Clerk	<p>Clerk determines current mobilization authority.</p> <p>Mobilization authority is identified in mobilization orders and order modifications. RC Members mobilized under U.S. Code Title 10, Sections 12301a, 12302, or 12304 may be eligible to receive Post-Deployment Mobilization Respite Absence.</p>
8.6.3	Was Reservist mobilized under U.S. Code Title 10, Sections 12301a, 12302, or 12304?	Clerk	<p>Was Reservist mobilized under U.S. Code Title 10, Sections 12301a, 12302, or 12304?</p> <p>If no, then Service Member does not qualify for Post-Deployment/Mobilization Respite Absence (PDMRA).</p> <p>If Yes, go to 8.6.4.</p> <p>If No, go to 8.8.</p>
8.6.4	Determine prior mobilization authority	Clerk	<p>Clerk determines prior mobilization authority.</p> <p>Mobilization authority is identified in mobilization orders and order modifications. If Reservist was previously mobilized under U.S. Code Title 10, Sections 12301a, 12302, or 12304, then previous mobilizations may count toward creditable time and PDMRA accrual (if within a 72 month rolling window).</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.6.5	Retrieve and review prior mobilization orders and prior DD214s	Clerk	<p>Clerk retrieves and reviews prior mobilization orders and prior DD214s.</p> <p>Prior mobilization orders and order modifications, if applicable, can be found in the Demobilization file, if previously archived, or obtained from NMCMPs.</p>
8.6.6	Was Reservist prior mobilization(s) under U.S. Code Title 10, Sections 12301a, 12302, or 12304?	Clerk	<p>Was Reservist's prior mobilization(s) under U.S. Code Title 10, Sections 12301a, 12302, or 12304?</p> <p>If yes, then prior mobilization(s) may be creditable for post mobilization respite absence and PDMRA accrual.</p> <p>If no, then PDMRA accrual is based upon current mobilization only.</p> <p>If Yes, go to 8.6.7.</p> <p>If No, go to 8.6.8.</p>
8.6.7	Establish 72 Month Rolling Window	Clerk	<p>Clerk establishes 72 month rolling window.</p> <p>For the purpose of calculating creditable time, mobilization includes the day the Reservist is mobilized through the date the mobilization is terminated.</p> <p>If Reservist's current mobilization (based upon date Reservist was mobilized) is within 72 months of prior demobilization(s) (based upon separation date of prior mobilization(s)), Block 12b of prior DD214, then prior mobilization(s) may be creditable for post mobilization respite absence and PDMRA accrual.</p> <p>If prior mobilizations are outside the 72 month rolling window, then PDMRA accrual is based upon current mobilization only, assuming thresholds are exceeded.</p>
8.6.8	Determine number of creditable months based upon current and prior mobilization(s)	Clerk	<p>Clerk determines the number of creditable months based upon current and prior mobilization(s), as applicable.</p> <p>Creditable time is cumulative within a 72 month rolling window. The 72 month rolling window is based upon date Reservist was mobilized under</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>current mobilization orders, or the start date of a new set of mobilization orders under the appropriate authority (under U.S. Code Title 10, Sections 12301a, 12302, or 12304), whichever applies.</p> <p>Note: 72 month rolling window is reset upon issuance of a new set of orders. Each mobilization order (e.g. 12301(a), 12302, or 12304) is considered a separate mobilization and PDMRA periods should be calculated following the termination of each set of orders to determine RC Member's eligibility for PDMRA. Reservists who have been mobilized continuously under appropriate authority will require successive PDMRA calculations to determine total PDMRA days based upon changes to 72 month rolling window with each subsequent set of mobilization orders.</p> <p>Refer to MPM 1050-272, as required.</p>
8.6.9	Did Reservist mobilize on or after 01 Oct 2011?	Clerk	<p>Did Reservist mobilize on or after 01 Oct 2011?</p> <p>If Reservist mobilized on or after 01 Oct 2011, then creditable time and Post-Deployment/Mobilization Respite Absence (PDMRA) is calculated based upon new policy established by DODI 1327.06 of 16 Jun 09; Change 1 dated 30 Sep 2011.</p> <p>If Reservist mobilized prior to 01 Oct, then Reservist may be eligible for PDMRA based upon old PDMRA Accrual Policy or new PDMRA Accrual Policy.</p> <p>If Yes, go to 8.6.10. If No, go to 8.6.11.</p>
8.6.10	Calculate Administrative Absence Days for Qualifying Mobilizations under new policy	Clerk	Calculate Administrative Absence Days for Qualifying Mobilizations under new policy for mobilizations that occurred on or after 01 Oct 2011.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.6.10.1	Determine Service Member's location based upon orders	Clerk	<p>Clerk determines Service Member's duty location based upon orders.</p> <p>Under new policy mobilization location impacts the PDMRA accrual, and PDMRA accrual is limited to Boots on the Ground period within a qualifying area.</p> <p>RC Members accrue two administrative absence days per month (after exceeding 12 months of creditable time) when the mobilization is in Iraq or Afghanistan pursuant to sections 12301(a), 12302, or 12304 and one administrative absence day per month (after exceeding 12 months of creditable time) when the mobilization is outside of the United States pursuant to sections 12301(a), 12302, or 12304.</p> <p>Note: Under new policy guidance there is no PDMRA accrual for a duty location in the United States, including Alaska and Hawaii.</p>
8.6.10.2	Has Reservist been mobilized to a qualifying area?	Clerk	<p>Has Reservist been mobilized to a qualifying area under new policy guidance?</p> <p>If no, then Reservist does not qualify for PDMRA accrual.</p> <p>If No, go to 8.8.</p> <p>If Yes, go to 8.6.10.3.</p>
8.6.10.3	Determine Boots on the Ground period in a qualifying area during current mobilization	Clerk	<p>Clerk determines Boots on the Ground period within qualifying area for current mobilization.</p> <p>Service Member accrues PDMRA days based upon Boots on the Ground period within qualifying area.</p>
8.6.10.4	Does Reservist meet minimum 30 Consecutive Day criteria?	Clerk	<p>Does Reservist meet minimum 30 Consecutive Day criteria?</p> <p>For mobilizations commencing on or after 01 October 2011 (implementation date of the revised DoD policy for PDMRA) RC Members, at a minimum must meet PDMRA eligibility for 30 consecutive days (be deployed to a</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>qualifying area for 30 consecutive days) in order to be awarded PDMRA days for the applicable mobilization period.</p> <p>If Yes, go to 8.6.10.5. If No, go to 8.8.</p>
8.6.10.5	Calculate Administrative Absence Days	Clerk	<p>Clerk calculates Administrative Absence Days.</p> <p>Refer to MPM 1050-272 examples to calculate Administrative Absence days. PDMRA accrual is only applicable during Boots on the Ground period in a qualifying area.</p> <p>Go to 8.6.12.</p>
8.6.11	Calculate Admin Absence Days for Qualifying Mobilizations commenced prior to 01Oct and continued on or after 01Oct2011	Clerk	<p>Clerk calculates Administrative Absence Days for Qualifying Mobilizations that commenced prior to 01 Oct and continued on or after 01 Oct 2011.</p>
8.6.11.1	Calculate Administrative Absence days entirely under old policy	Clerk	<p>Clerk calculates Administrative Absence days entirely under old policy.</p> <p>Old policy is not location dependent and accrual is not limited to Boots on the Ground deployment period within a qualifying area. Creditable time and PDMRA accrual is based on duration and type of mobilization orders only.</p> <p>The following shows the number of administrative absence days a Reservist is authorized based on their creditable mobilization months:</p> <ul style="list-style-type: none"> <li>• 13-18 months: 1 day per month</li> <li>• 19-24 months: 2 days per month</li> <li>• 25 months or more: 4 days per month</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>This is program guidance prior to 01 Oct 2011 that is contained in MPM 1050-272. Refer to MPM 1050-272 examples, as required.</p> <p>Note: Accrual of PDMRA days begins on 19 January 2007, the effective date of the PDMRA program. If the threshold limits were exceeded before 19 January 2007, no days will accrue for that period.</p>
8.6.11.2	Calculate Administrative Absence days for current mobilization based upon new policy	Clerk	<p>Clerk calculates Administrative Absence days for current mobilization based upon new policy.</p> <p>Calculate Administrative Absence days based upon appropriate policy in effect during respective mobilization periods.</p> <p>Note: Under new policy, for qualifying mobilizations that began before 01 Oct 2011, calculations for PDMRA based on the old policy would be made up until 30 Sep 11 (the day prior to the effective date of the policy change), then calculations would begin based on the new policy on 01 Oct 11.</p>
8.6.11.2.1	Calculate PDMRA accrual for any portion of current mobilization up to and including 30 Sep 2011 under old policy guidance	Clerk	Clerk calculates PDMRA accrual for any portion of current mobilization up to and including 30 Sep 2011 under old policy guidance.
8.6.11.2.2	Calculate PDMRA accrual for any portion of current mobilization on or after 01 Oct under new policy guidance	Clerk	<p>Clerk calculates PDMRA accrual for any portion of current mobilization on or after 01 Oct 2011 under new policy guidance.</p> <p>Note: Under new policy mobilization location impacts the PDMRA accrual, and PDMRA accrual is limited to Boots on the Ground period within a qualifying area.</p>
8.6.11.3	Calculate total PDMRA Accrual under new policy	Clerk	Clerk calculates total PDMRA accrual under new policy.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Add results from Steps 8.6.11.2.1 and 8.6.11.2.2 to determine total PDMRA accrual under new policy.
8.6.11.4	Is PDMRA calculation greater under old policy or new policy guidance?	Clerk	<p>Is PDMRA calculation greater under old policy or new policy guidance?</p> <p>Compare results from Steps 8.6.11.1 and 8.6.11.3.</p> <p>Additional PDMRA days earned under the old policy are referred to “PL 112-120 PDMRA days”.</p> <p>If Under Old, go to 8.6.11.5. If Under New, go to 8.6.12.</p>
8.6.11.5	Determine RC Service Member election with regard to “PL 112-120 PDMRA days”	Clerk	<p>Clerk determines RC Member election with regard to “PL 112-120 PDMRA days”.</p> <p>If the DoD policy change effective 1 Oct 2011 disadvantaged the Service Member by providing fewer PDMRA days than the Service Member would have earned had the new policy change not taken effect, then the Service Member has the option to elect to:</p> <ul style="list-style-type: none"> <li>• take the additional days at the end of the mobilization period (if still mobilized);</li> <li>• bank the additional days for a future mobilization period; or</li> <li>• be paid \$200 per day for the additional days.</li> </ul> <p>If Service Member is still mobilized, election should be made through the PSD.</p> <p>If the Service Member is no longer mobilized, Service Member must submit an application to PERS-91 to be monetarily compensated for the additional days or to have the additional days carried over to a future qualifying mobilization.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Qualifying current and former RC Members must apply to PERS-91 for benefits prior to October 1, 2014.
8.6.12	Record Administrative Absence days on Demobilization Checklist	Clerk	<p>Clerk records Administrative Absence days on Demobilization Checklist.</p> <p>Note: RC Members do not accrue PDMRA days during the time that mobilization orders are extended for the purpose of utilizing PDMRA days.</p>
8.7	Did Reservist elect AIP or a combination of AIP and Administrative Absence Days upon mobilization?	Clerk	<p>Did Reservist elect Assignment Incentive Pay (AIP) or a combination of AIP and Administrative Absence Days upon mobilization?</p> <p>Election to receive AIP in lieu of Administrative Absence days must be made in advance of earning PDMRA days, days earned may not be cashed in for AIP after the fact. Date of election needs to be documented on NAVPERS 1070/613 (Administrative Remarks).</p> <p>Refer to MILPERSMAN 1050-272 (Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel) for NAVPERS 1070/613 example.</p> <p>If Yes, go to 8.7.1. If No, go to 8.8.</p>
8.7.1	Annotate Demobilization Checklist to contact OPNAV N130 to arrange AIP payout for Reservist	Clerk	Clerk annotates Demobilization Checklist to contact OPNAV N130 to arrange AIP payout for Reservist.
8.7.2	Update Respite Administrative Absence Days calculation on Demobilization Checklist	Clerk	<p>Clerk updates Respite Administrative Absence Days calculation on Demobilization Checklist.</p> <p>Respite Administrative Absence Days calculation will need to be adjusted to account for full or partial AIP payout.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.8	Is Reservist authorized paternity leave?	Clerk	<p>Is Reservist authorized paternity leave?</p> <p>If Yes, go to 8.8.1. If No, go to 8.9.</p> <p>Commanding Officers will grant ten days of non-chargeable leave of absence to a married Service Member of the Navy on Active Duty whose wife gives birth to a child during a mobilization period. Paternity leave must be taken within 365 days of birth of child. Refer to MPM 1050-430 (Paternity Leave), as required.</p>
8.8.1	Has Reservist provided proof of birth?	Clerk	<p>Has Reservist provided proof of birth?</p> <p>If Reservist provided documentation during NMPS demobilization orientation processing, then birth certificate/certificate of live birth should be included in the Demobilization file.</p> <p>If No, go to 8.8.2. If Yes, go to 8.8.4.</p>
8.8.2	Request proof of birth from NMPS CPPA	Clerk	Clerk requests proof of birth from NMPS CPPA.
8.8.3	Receive proof of birth from NMPS CPPA	Clerk	Clerk receives proof of birth from NMPS CPPA.
8.8.4	Prepare/update NAVCOMPT 3065 for paternity leave and archive it in the Demobilization file	Clerk	Clerk prepares/updates NAVCOMPT 3065 (Leave Request/Authorization) for paternity leave and archives it in the Demobilization file.
8.9	Calculate separation leave and preliminary separation date	Clerk	Clerk calculates separation leave and separation date.
8.9.1	Verify leave in MMPA	Clerk	Clerk verifies leave in MMPA.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Verify FID SB (Leave) in MMPA (verb JJAA).</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
8.9.2	Compare leave in MMPA to the Reservist leave statement on the DD214 WS, if annotated	Clerk	<p>Clerk compares leave in MMPA to the Reservist leave statement on the DD214 (Certificate of Discharge or Release from Active Duty) WS, if annotated.</p> <p>Assuming Reservist annotated last leave taken on DD214 WS during NMPS demobilization orientation, clerk compares NSIPS FID SB (Last Leave Taken) to leave dates on DD214 WS.</p>
8.9.3	Does FID SB match Reservist leave dates?	Clerk	<p>Does FID SB match Reservist leave dates?</p> <p>If No, go to 8.9.4.</p> <p>If Yes, go to 8.9.6.</p>
8.9.4	Annotate leave discrepancy on Demobilization Checklist for follow-up during DD214 interview	Clerk	Clerk annotates leave discrepancy on Demobilization Checklist for follow-up during DD214 (Certificate of Discharge or Release from Active Duty) interview.
8.9.5	Notify NMPS CPPA of possible leave account discrepancy	Clerk	<p>Clerk notifies NMPS CPPA of possible leave account discrepancy.</p> <p>Clerk requests that NMPS CPPA inform the Reservist of a possible leave account discrepancy and requests Reservist provide leave requests/authorizations taken during mobilization, if available, to clerk during DD Form 214 (Certificate of Discharge or Release from Active Duty) interview.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.9.6	Verify leave balance in MMPA	Clerk	<p>Clerk verifies leave balance in MMPA.</p> <p>Verify FID BR (Leave Balance) in MMPA (verb JJAA).</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
8.9.7	Record leave balance "as of date" on Demobilization Checklist	Clerk	<p>Clerk records leave balance "as of date" on Demobilization Checklist.</p> <p>Record FID BR (Leave Balance) in MMPA.</p> <p>"As of Date" may be derived from the Month End Restructuring (MER) schedule from DFAS or JLES in MMPA.</p>
8.9.8	Did Service Member request Special Leave Accrual/Leave Carry Over?	Clerk	<p>Did Service Member request Special Leave Accrual/Leave Carry Over (MPA 07/12 and NAVADMIN 163/12)?</p> <p>Clerk determines if Service Member is eligible for Special Leave Accrual/Leave Carry Over and whether it was requested.</p> <p>If Yes, go to 8.9.9.</p> <p>If No, go to 8.9.10.</p>
8.9.9	Determine the number of Leave Carry Over days	Clerk	<p>Clerk determines the number of Leave Carry Over days requested by Service Member.</p> <p>Clerk subtracts Leave Carry Over from leave balance.</p>
8.9.10	Compute separation leave start and stop dates	Clerk	Clerk computes separation leave start and stop dates.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Compute separation leave start and stop dates based upon leave balance "as of date" from the FID BR (Leave Balance). From NMPS departure date, add travel time, deactivation time, respite administrative absence days, and paternity leave, if applicable. This determines the separation leave start date. Then add the regular leave balance to determine preliminary separation leave stop date (preliminary separation date). Based upon the FID BR "as of date," add additional leave to be earned (accrued leave) based upon the preliminary separation date (2.5 days per month) and the following pro-rated partial month leave accrual:</p> <ul style="list-style-type: none"> <li>• 1-6 days: 0.5 days</li> <li>• 7-12 days: 1.0 days</li> <li>• 13-18 days: 1.5 days</li> <li>• 19-24 days: 2.0 days</li> <li>• 25-31 days: 2.5 days</li> </ul>
8.9.11	Record separation date on Demobilization Checklist and in Block 12b of DD214	Clerk	<p>Clerk records separation date on Demobilization Checklist and in Block 12b of DD214 (Certificate of Discharge or Release from Active Duty).</p> <p>NMPS Departure date + travel time + deactivation time + respite absence + paternity leave + separation leave = separation date.</p> <p>Since Service Members cannot take 0.5 days of leave, the 0.5 day balance will be sold back and annotated in Block 16 of the DD214. If not previously started, clerk initiates DD214 and saves it to the shared drive.</p>
8.10	Prepare/update NAVCOMPT 3065 (Leave Request/Authorization) for separation	Clerk	<p>Clerk prepares/updates NAVCOMPT 3065 (Leave Request/Authorization) for separation.</p> <p>If NAVCOMPT 3065 was provided as part of the Demobilization package, then edit and update NAVCOMPT 3065 based upon calculated separation leave start and stop dates.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If NAVCOMPT 3065 was not provided as part of the Demobilization package, then prepare NAVCOMPT 3065 based upon calculated separation leave start and stop dates.</p> <p>Archive NAVCOMPT 3065 for separation in the Demobilization file.</p>
8.11	Prepare NAVPERS 1070/613s (Administrative Remarks), if required	Clerk	<p>Clerk prepares NAVPERS 1070/613s (Administrative Remarks) for Separation, if required.</p> <p>Clerk updates Service Member's NSIPS ESR with applicable NAVPERS 1070/613s (Administrative Remarks), if required, for example Administrative Remarks for SLA.</p> <p>Login to NSIPS: Electronic Service Record &gt; Electronic Service Record &gt; Use &gt; Administrative Remarks. Enter Service Member's SSN.</p> <p>Clerk updates Service Member's Administrative Remarks, as applicable.</p>
8.12	Does Reservist require extension?	Clerk	<p>Does Reservist require extension?</p> <p>Clerk compares separation date to MMPA LOPG EREN and EAOS dates to determine if an extension is required for Reservist to meet OBLISERV. Clerk determines if separation date is supported by current LOPG EREN/EAOS.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>If Yes, go to 8.13. If No, go to 9.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.13	Annotate extension requirement on Demobilization Checklist	Clerk	<p>Clerk annotates extension requirement on Demobilization Checklist.</p> <p>Reservists will be afforded the opportunity to use their Post-Mobilization Respite Absence prior to completion of their demobilization and deactivation processing and termination of orders. Consequently, RC Members may be extended under their mobilization orders, provided the period of mobilization does not exceed designated limits in law applicable to the authority under which the Member was mobilized.</p>
9	Prepare/complete DD214	Clerk/Supervisor/Service Member	Prepare/complete DD214 (Certificate of Discharge or Release from Active Duty).
9.1	Complete DD214 from appropriate data sources and calculations	Clerk	<p>Clerk completes DD214 (Certificate of Discharge or Release from Active Duty) from appropriate data sources and calculations.</p> <p>Refer to the latest BUPERSINST 1900.8 Series (Certificate of Discharge or Release from Active Duty) for instructions for completing the DD214.</p> <p>Access instruction from following link:  <a href="http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx">http://www.public.navy.mil/BUPERS-NPC/REFERENCE/INSTRUCTIONS/BUPERSINSTRUCTIONS/Pages/default.aspx</a></p> <p>Note 1: PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&amp;S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.</p> <p>Note 2: All entries relate only to the current period of Active Duty, i.e., from the date of entry as shown in Block 12a through the date of separation as shown in Block 12b, unless otherwise noted, e.g., Block 13.</p>
9.2	Finalize NAVCOMPT 3065(s), if required	Clerk	<p>Clerk finalizes NAVCOMPT 3065(s) (Leave Request/Authorization), if required.</p> <p>Clerk completes paternity leave and separation leave request(s)/authorization(s) that were previously prepared/updated, if required.</p>
9.3	Reservist arrives at PSD for separation interview	Service Member	Reservist arrives at PSD for separation interview.
9.4	Print copy of DD214, NAVCOMPT 3065(s), and any NAVPERS 1070/613s for Reservist to review	Clerk	<p>Clerk prints copy of DD214 (Certificate of Discharge or Release from Active Duty), NAVCOMPT 3065(s) (Leave Request/Authorization) and NAVPERS 1070/613s (Administrative Remarks) for Reservist to review.</p> <p>For those Service Members whose separation will become effective while on separation leave, authorized per MILPERSMAN 1050-120 (Separation Leave), the DD214 will be prepared prior to the Reservist's departure on leave. The Reservist must provide a mailing address for Blocks 19a and b and sign the DD214.</p>
9.5	Interview Reservist	Clerk	<p>Clerk interviews Reservist.</p> <p>Verify accuracy of the following:</p> <ul style="list-style-type: none"> <li>• NAVCOMPT 3065 (Leave Request/Authorization), including both separation and paternity, if applicable</li> <li>• NAVPERS 1070/613s (Administrative Remarks), if required, e.g., SLA</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>DD214 (Certificate of Discharge or Release from Active Duty)</li> </ul>
9.5.1	Verify NAVCOMPT 3065 with Reservist, including both separation and paternity, if applicable	Clerk	Clerk verifies NAVCOMPT 3065 (Leave Request/Authorization) with Reservist, including both Separation and Paternity, if applicable.
9.5.1.1	Verify leave balance in MMPA	Clerk	<p>Clerk verifies leave balance in MMPA.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify FID SB (Leave Taken) during current mobilization with Reservist and mode of travel to NOSC and home address.</p>
9.5.1.2	Confirm Special Leave Accrual, if required	Clerk	Clerk confirms Special Leave Accrual, if required.
9.5.1.3	Did Reservist take uncharged leave?	Clerk	<p>Did Reservist take uncharged leave?</p> <p>If Yes, go to 9.5.1.4. If No, go to 9.5.2.</p>
9.5.1.4	Obtain copy of NAVCOMPT 3065 or Reservist signs memo indicating inclusive uncharged leave dates	Clerk	Clerk obtains copy of NAVCOMPT 3065 (Leave Request/Authorization) for uncharged leave or has Reservist sign memo indicating inclusive uncharged leave dates.
9.5.1.5	Modify DD214	Clerk	Clerk modifies DD214 (Certificate of Discharge or Release from Active Duty).



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Recalculate Blocks 12b (separation date this period) and 12c (net active service this period) on the DD214.</p> <p>Separation leave start and stop dates and separation date will need to be recalculated if Reservist has uncharged leave. Update Block 16 (days accrued leave paid) and Block 18 (remarks), if required.</p>
9.5.1.6	Modify NAVCOMPT 3065(s), if required	Clerk	<p>Clerk modifies NAVCOMPT 3065(s) (Leave Request/Authorization), if required.</p> <p>Verify the following:</p> <ul style="list-style-type: none"> <li>• Days requested</li> <li>• From date</li> <li>• To date</li> <li>• Leave Balance</li> <li>• Leave Used</li> </ul> <p>Modify any other fields that require correction.</p>
9.5.2	Review DD214 with Reservist	Clerk	Clerk reviews DD214 with Reservist.
9.5.2.1	Review DD214 and identify corrections, if applicable	Service Member	Reservist reviews DD214 (Certificate of Discharge or Release from Active Duty) and identifies corrections, if applicable.
9.5.2.2	Review DD214, NAVCOMPT 3065(s), and Respite Administrative Absence calculation	Supervisor	Supervisor reviews DD214 (Certificate of Discharge or Release from Active Duty), NAVCOMPT 3065(s) (Leave Request/Authorization), and Respite Administrative Absence calculation.
9.5.2.3	Identify corrections, if applicable	Supervisor	Supervisor identifies corrections, if applicable.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.5.2.4	Assign serial number to DD214	Supervisor	Supervisor assigns serial number to DD214 (Certificate of Discharge or Release from Active Duty).
9.5.2.5	Make corrections to DD214 and NAVCOMPT 3065(s), if required, and enter serial number in Block 18 of DD214	Clerk	Clerk makes corrections to DD214 (Certificate of Discharge or Release from Active Duty) and NAVCOMPT 3065(s) (Leave Request/Authorization), if required, and enters serial number in Block 18 of DD214.
9.5.2.6	Print all 8 copies of DD214 and NAVCOMPT 3065(s)	Clerk	Clerk prints all 8 copies of DD214 (Certificate of Discharge or Release from Active Duty) and NAVCOMPT 3065(s) (Leave Request/Authorization).
9.5.2.7	Review and sign DD214 Block 21, NAVPERS 1070/613s, NAVCOMPT 3065(s), and initial DD214 (Copies 2-8) Block 30	Service Member	Reservist reviews and signs/dates DD214 (Certificate of Discharge or Release from Active Duty) Blocks 21a and b, NAVPERS 1070/613s (Administrative Remarks), if required, NAVCOMPT 3065(s) (Leave Request/Authorization), and initials DD214 (Copies 2-8) Block 30.
9.5.2.8	Review and sign DD214 (Copy 4) Block 22 and NAVCOMPT 3065(s)	Supervisor	Supervisor reviews and signs DD214 (Certificate of Discharge or Release from Active Duty) (Copy 4) Block 22 and NAVCOMPT 3065(s) (Leave Request/Authorization).  Do not sign or distribute other DD214 copies until the actual date of separation.
9.5.2.9	Verify NAVPERS 1070/613s (Administrative Remarks)	Supervisor	Supervisor verifies NAVPERS 1070/613s (Administrative Remarks), in NSIPS ESR, if required.
9.5.2.10	Submit original signed NAVPERS 1070/613 to NPC, if required	Clerk	Clerk submits signed NAVPERS 1070/613s (Administrative Remarks) to NPC, if required.  When completed and signed, the original NAVPERS 1070/613 shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.5.3	Execute Reservist extensions, if required	Clerk	Clerk executes Reservist extensions, if required.
9.5.3.1	Does Reservist require a RES extension?	Clerk	<p>Does Reservist require a Reserve (RES) extension?</p> <p>Compare EREN date from LOPG to calculated separation date.</p> <p>If Yes, go to 9.5.3.2.</p> <p>If No, go to 9.5.3.7.</p>
9.5.3.2	Create RES extension in NSIPS	Clerk	<p>Clerk creates RES extension in NSIPS.</p> <p>Clerk creates NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty).</p> <p>Login to NSIPS: Contract ADMIN &gt; Extensions &gt; Use &gt; Extensions Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Update Panel 1: Extensions <ul style="list-style-type: none"> <li>○ Contract Type: RES (Reserve)</li> <li>○ Contract Status: Execute</li> <li>○ Extension Months (Other): Enter the number of months required to support Reservist Separation date and execution orders</li> <li>○ Ship/Duty Location</li> <li>○ Officer Name/Grade (Authorizing Official)</li> <li>○ Title (of Authorizing Official)</li> </ul> </li> <li>• Update Panel 2: Exceptions <ul style="list-style-type: none"> <li>○ Contract Clause: Obligated Service for Orders (Contract Clause 034)</li> <li>○ Exceptions: Enter the Bureau of Naval Personnel (BUPERS) Order Number from Reservist Demobilization Orders</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: NAVADMIN 242/09, effective 01 Oct 2009, imposed the following restrictions on extensions:</p> <ul style="list-style-type: none"> <li>• All extensions combined cannot extend a contract more than 24 months</li> <li>• A maximum of two extensions per contract is authorized</li> </ul>
9.5.3.3	Print RES extension for Reservist's signature	Clerk	<p>Clerk prints RES extension for Reservist's signature.</p> <p>Reservist signs RES extension.</p>
9.5.3.4	Review and sign RES extension	Supervisor	Supervisor reviews and signs RES extension.
9.5.3.5	Audit and release RES extension in NSIPS	Supervisor	<p>Supervisor audits and releases RES extension in NSIPS.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p>
9.5.3.6	Submit original signed RES extension to NPC	Clerk	Clerk submits original signed RES extension to Navy Personnel Command (NPC).



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Original RES extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p> <p>Archive scanned extension in the Demobilization file.</p>
9.5.3.7	Does Reservist require an ADR extension?	Clerk	<p>Does Reservist require an Active Duty Reserve (ADR) extension?</p> <p>Compare EAOS date from LOPG to calculated separation date.</p> <p>If Yes, go to 9.5.3.8. If No, go to 9.5.4.</p>
9.5.3.8	Create ADR extension in NSIPS	Clerk	<p>Clerk creates ADR extension in NSIPS.</p> <p>Clerk creates NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty).</p> <p>Login to NSIPS: Contract ADMIN &gt; Extensions &gt; Use &gt; Extensions Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Update Panel 1: Extensions <ul style="list-style-type: none"> <li>○ Contract Type: ADR (Active Duty Reserve)</li> <li>○ Contract Status: Execute</li> <li>○ Extension Months (Other): Enter the number of months required to support Reservist Separation date and execution orders</li> <li>○ Ship/Duty Location</li> <li>○ Officer Name/Grade (Authorizing Official)</li> <li>○ Title (of Authorizing Official)</li> </ul> </li> <li>• Update Panel 2: Exceptions <ul style="list-style-type: none"> <li>○ Contract Clause: ADSW/Mobilized Reserve (Contract Clause 047)</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>○ Exceptions: Enter Date Time Group (DTG) of Reservist Demobilization orders</li> </ul> <p>Note: NAVADMIN 242/09, effective 01 Oct 2009, imposed the following restrictions on extensions:</p> <ul style="list-style-type: none"> <li>• All extensions combined cannot extend a contract more than 24 months</li> <li>• A maximum of two extensions per contract is authorized</li> </ul>
9.5.3.9	Print ADR extension for Reservist's signature	Clerk	<p>Clerk prints ADR extension for Reservist's signature.</p> <p>Reservist signs ADR extension.</p>
9.5.3.10	Review and sign ADR extension	Supervisor	Supervisor reviews and signs ADR extension.
9.5.3.11	Audit and release ADR extension in NSIPS	Supervisor	<p>Supervisor audits and releases ADR extension in NSIPS.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p>
9.5.3.12	Submit original ADR extension to NPC	Clerk	Clerk submits original ADR extension to NPC.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Original ADR extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p> <p>Archive scanned extension in the Demobilization file.</p>
9.5.4	Conclude interview	Clerk	<p>Clerk concludes interview.</p> <p>Provide Reservists with:</p> <ul style="list-style-type: none"> <li>• Copy of NAVCOMPT 3065 (Leave Request/Authorization), including both separation and paternity, if applicable.</li> <li>• Copy of NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) and NAVPERS 1070/621 (Agreement to Extend Enlistment), if required.</li> <li>• Copy of NAVPERS 1070/613s (Administrative Remarks), if applicable.</li> <li>• Copy 4 of DD214 and NAVCOMPT 3065(s) (Leave Request/Authorization); Copy 4 of DD214 can be provided to Reservist as long as separation date is no more than 120 days out</li> </ul> <p>Instruct Reservist that the only purpose for receiving DD214 Copy 4 in advance of separation date is for Veterans Administration (VA) pre-registration for VA medical/dental benefits.</p> <p>Advise Reservist that Defense Enrollment Eligibility Reporting System (DEERS) may require Copy 4 of DD214 to maintain TRICARE eligibility.</p> <p>Advise Reservist regarding final pay information.</p> <p>Reservist signs NMPS check out sheet, if required.</p>
9.6	Return to NMPS	Service Member	Reservist returns to NMPS.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.7	Archive DD214 copies, executed extension(s), NAVPERS 1070/613s and NAVCOMPT 3065(s) in Demobilization file	Clerk	<p>Clerk archives copies of DD214, executed extension(s), NAVPERS 1070/613s (Administrative Remarks) and NAVCOMPT 3065(s) in Demobilization file.</p> <p>Clerk files hardcopy DD214s for mail distribution on separation date in the Demobilization file.</p>
10	Process post-interview NSIPS transactions, if required	Clerk/Supervisor	Process post-interview NSIPS transactions, if required.
10.1	Did Reservist have uncharged leave?	Clerk	<p>Did Reservist have uncharged leave?</p> <p>If Yes, go to 10.2. If No, go to 10.8.</p>
10.2	Create SB03 transaction for uncharged leave in NSIPS	Clerk	<p>Clerk creates SB03 transaction for uncharged leave in NSIPS.</p> <p>Login to NSIPS: Leave ADMIN &gt; Leave &gt; Use &gt; Leave Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Select Report and enter Leave Type (A - Ordinary)</li> <li>• Enter Begin Date, Stop Date, Days Granted and Authorization (LCN)</li> </ul>
10.3	Audit and release SB03 transaction for uncharged leave in NSIPS	Supervisor	Supervisor audits and releases SB03 transaction for uncharged leave in NSIPS.
10.4	Verify SB03 transaction for uncharged leave posted	Clerk	<p>Clerk verifies SB03 transaction for uncharged leave posted.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify uncharged leave posted in MMPA JJAA, as required.</p> <p>Check MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p> <p>Check MMPA JJAA to determine if leave posted. Verify FIDS NB (Leave Suspense) and SB (Leave) update.</p>
10.5	Did uncharged leave post?	Clerk	<p>Did uncharged leave post?</p> <p>If No, go to 10.6.</p> <p>If Yes, go to 10.7.</p>
10.6	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits uncharged leave transaction to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 10.5.</p>
10.7	Archive copy of NAVCOMPT 3065(s) for uncharged leave in the Demobilization file	Clerk	Clerk archives copy of NAVCOMPT 3065(s) (Leave Request/Authorization) for uncharged leave in the Demobilization file.
10.8	Did Reservist require extensions?	Clerk	Did Reservist require extensions?



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Reservist may have required neither extension (RES and ADR), both extensions (RES and ADR), or just an ADR extension.</p> <p>If Yes, go to 10.9. If No, go to 11.</p>
10.9	Verify executed extension(s) posted in NSIPS	Clerk	<p>Clerk verifies executed extension(s) posted in NSIPS.</p> <p>These include the previously released RES extension and/or ADR extension.</p>
10.10	Did executed extension(s) post?	Clerk	<p>Did executed extension(s) post?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify after one update cycle, but wait two update cycles before taking corrective action.</p> <ul style="list-style-type: none"> <li>• Check MMPA LOPG Page 3 to verify RES extension posted, if applicable. RESCON (Reserve Contract) should update to reflect the number of month(s) of the extension. This step verifies that extension updated at NPC.</li> <li>• Check MMPA LOPG Page 3 to verify ADR extension posted. S-EAOS (Soft EAOS) should update to reflect the number of months of the extension. This step verifies that extension updated at NPC.</li> <li>• Check MMPA JJAA to verify Soft EAOS, FID TU (Date of Separation), updated. FID TU should update to reflect the number of months of the extension. This step verifies that extension updated at DFAS.</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If No, go to 10.11. If Yes, go to 10.12.</p>
10.11	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits extension(s) to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 10.10.</p>
10.12	Archive copy of executed extension(s) in the Demobilization file	Clerk	Clerk archives copy of executed extension(s) in the Demobilization file.
11	Validate pay allowances and entitlements in MMPA	Clerk/Supervisor	<p>Validate pay allowances and entitlements in MMPA.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
11.1	Verify pay allowances and entitlements are properly extended or terminated in MMPA, as applicable	Clerk	<p>Clerk verifies pay allowances and entitlements are properly extended or terminated in MMPA, as applicable.</p> <p>Enter verb JJAA.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			After Activity Gain posts, access Reservist MMPA JJAA pay account (E-status) to verify that pay allowances and entitlements have been properly extended or terminated in MMPA.
11.2	Was Reservist entitled to HDP-L?	Clerk	Was Reservist entitled to Hazardous Duty Pay-Location (HDP-L)?  If Yes, go to 11.3. If No, go to 11.7.
11.3	Verify HDP-L has been terminated	Clerk	Clerk verifies HDP-L has been terminated.  Verify FID 14 stop date.  HDP-L ends on the day the Service Member departs the overseas duty station that is within the designated hazardous duty area.  HDP-L should terminate with posting of Activity Gain. Verify that HDP-L was terminated on date of detachment from overseas duty station based upon endorsed Demobilization orders. Compare to FID 14 stop date.
11.4	Has HDP-L been terminated?	Clerk	Has HDP-L been terminated?  If No, go to 11.5. If Yes, go to 11.7.
11.5	Create HDP-L termination in NSIPS based upon detachment date	Clerk	Clerk creates HDP-L termination in NSIPS based upon detachment date.  Create FID 14 stop based upon detachment date from overseas duty station on endorsed Demobilization orders.  Login to NSIPS: Entitlements > Misc. Pays > Use > Misc. Pays Create. Enter Reservist's SSN.  <ul style="list-style-type: none"> <li>Enter the following: <ul style="list-style-type: none"> <li>Misc. Pay Type: HDP Hardship Duty Pay</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>○ Select Stop</li> <li>○ Effective Date: Enter date based upon endorsed Demobilization orders detachment date from overseas duty station</li> <li>○ Hardship Duty Pay Type: L HDP Location</li> <li>○ Location Cd (Code): Location Code</li> <li>○ Country: Country Code</li> </ul>
11.6	Archive a screen shot of HDP-L termination from NSIPS for Demobilization file	Clerk	Clerk archives a screen shot of HDP-L termination from NSIPS for Demobilization file.
11.7	Was Reservist entitled to HF/IDP?	Clerk	<p>Was Reservist entitled to Hostile Fire/Imminent Danger Pay (HF/IDP)?</p> <p>If Yes, go to 11.8. If No, go to 11.13.</p>
11.8	Has HF/IDP been terminated?	Clerk	<p>Has HF/IDP been terminated?</p> <p>FID 23 (HF/IDP) will normally not terminate with the posting of the Activity Gain in Step 1. FID 23 will remain open until the beginning of the following month in which the Reservist departed the overseas duty station. However, the FUT suspense (stop) date should post.</p> <p>For example, if a Reservist departed the overseas duty station on 03 May 2010, FID 23 will normally not close until the first update cycle in the month of June.</p> <p>If No, go to 11.9. If Yes, go to 11.13.</p>
11.9	Compare FUT suspense date for HF/IDP to date of detachment from overseas duty station	Clerk	Clerk compares FUT suspense date for HF/IDP to date of detachment from overseas duty station on endorsed Demobilization orders.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	on endorsed Demobilization orders		If FUT suspense dates for HF/IDP and detachment date are the same, then HF/IDP stop has been generated in MMPA, and HF/IDP should close after first update cycle in follow-on month.
11.10	Are FUT date and detachment date the same?	Clerk	Are FUT date and detachment date the same?  If No, go to 11.11. If Yes, go to 11.13.
11.11	Create HF/IDP termination in NSIPS based upon detachment date	Clerk	Clerk creates HF/IDP termination in NSIPS based upon detachment date.  Create FID 23 stop based upon detachment date from overseas duty station.  Login to NSIPS: Entitlements > Special Pays > Use > Special Pays Create. Enter Reservist's SSN.  <ul style="list-style-type: none"> <li>Enter the following: <ul style="list-style-type: none"> <li>Special Pay Type: IDP Hostile Fire/Imminent Danger</li> <li>Select Stop</li> <li>Effective Date: Enter date based upon endorsed Demobilization orders detachment date from overseas duty station</li> </ul> </li> </ul>
11.12	Archive a screen shot of HF/IDP termination from NSIPS for Demobilization file	Clerk	Clerk archives a screen shot of HF/IDP termination from NSIPS for Demobilization file.
11.13	Is Reservist entitled to FSA-R?	Clerk	Is Reservist entitled to Family Separation Allowance-Restricted, FSA-R?  Verify continued eligibility for FID 65 (FSA-R), if applicable.  Continued eligibility for FSA-R is based upon Reservist dependent(s) and residency status. Refer to DoD Financial Management Regulation (FMR) Volume 7A, Chapter 27 to verify continued eligibility.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If Yes, go to 11.14.</p> <p>If No, go to 11.16.</p>
11.14	Create FSA-R report in NSIPS	Clerk	<p>Clerk creates FSA-R report in NSIPS.</p> <p>FSA-R will terminate as a result of Activity Gain based upon detachment date from previous duty station.</p> <p>Create FID 65 (FSA-R) report to cover the period from day of report to NMPS through date of deactivation at NOSC.</p> <p>Login to NSIPS: Entitlements &gt; Allowances &gt; Use &gt; Allowances Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Enter the following: <ul style="list-style-type: none"> <li>○ Select FSA</li> <li>○ Allowance Type: RSR Family Sep. Allowance-Restrict</li> <li>○ Select Report</li> <li>○ Effective Date: Enter date of arrival at NMPS based upon endorsed Demobilization orders</li> <li>○ Stop Date: Enter date of detachment from NMPS plus authorized travel and deactivation date (date of deactivation at NOSC)</li> </ul> </li> </ul>
11.15	Archive copy of FSA-R report for Demobilization file	Clerk	Clerk archives copy of FSA-R report for Demobilization file.
11.16	Was Reservist mobilized from an OCONUS location?	Clerk	<p>Was Reservist mobilized from an OCONUS location?</p> <p>If No, go to 11.17.</p> <p>If Yes, go to 11.23.</p>
11.17	Verify Service Member's BAH is still open in MMPA	Clerk	Clerk verifies Service Member's Basic Allowance for Housing (BAH) is still open in MMPA.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Verify FIDs 35 (BAQ)/36 (BAQ Diff) and/or 68 (VHA), as applicable, are still open in MMPA JJAA.
11.18	Did BAH entitlement stop as a result of Activity Gain?	Clerk	Did BAH entitlement stop as a result of Activity Gain?  If Yes, go to 11.19. If No, go to 11.20.
11.19	Create BAH start in NSIPS based upon stop date in MMPA	Clerk	Clerk creates BAH start in NSIPS based upon stop date in MMPA.  Login to NSIPS: Entitlements > Allowances > Use> Allowances Create. Enter Reservist's SSN.  Create BAH start transaction in accordance with appropriate PTG(s), as required.  Refer to DJMS PTG Part 3 Chapter 2 for FIDS 35/36 and refer to DJMS PTG Part 3 Chapter 8 for FID 68, as required.
11.20	Is Reservist eligible for CONUS COLA?	Clerk	Is Reservist eligible for CONUS COLA?  Eligibility for CONUS COLA can be determined by verifying Reservist Home Address Zip Code against DFAS website.  Verify eligibility for CONUS COLA by checking Home Address Zip Code (from mobilization orders) against DFAS CONUS COLA authorization at DoD Defense Travel/Per Diem website.  If Yes, go to 11.21. If No, go to 11.22.
11.21	Create CONUS COLA (FID 51) start in NSIPS based upon stop date in MMPA	Clerk	Clerk creates CONUS COLA (FID 51) start in NSIPS based upon stop date in MMPA.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Login to NSIPS: Entitlements &gt; Allowances &gt; Use &gt; Allowances Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>Enter the following: <ul style="list-style-type: none"> <li>Select COLA</li> <li>Allowance Type: Select appropriate allowance type based upon Reservist marital and dependency status</li> <li>Select Start</li> <li>Effective Date: Enter start date based upon stop date in MMPA</li> <li>ZIP Code: Enter Reservist Home Address Zip Code</li> </ul> </li> </ul> <p>Refer to DJMS PTG Part 3 Chapter 4 Section A, as required.</p>
11.22	Archive copy of BAH and CONUS COLA start(s) for Demobilization file, if applicable	Clerk	<p>Clerk archives copy of BAH and CONUS COLA start(s) for Demobilization file, if applicable.</p> <p>Go to 11.26.</p>
11.23	Create OHA start in NSIPS based upon stop date in MMPA, if required	Clerk	<p>Clerk creates OHA start in NSIPS based upon stop date in MMPA, if required.</p> <p>Login to NSIPS: Entitlements &gt; Overseas Allowances &gt; Use &gt; Overseas Allowances Create. Enter Reservist's SSN.</p> <p>Create OHA start transaction in accordance with appropriate PTG, as required.</p> <p>Refer to DJMS PTG Part 3 Chapter 4 Section B, as required.</p>
11.24	Create OCONUS COLA start in NSIPS based upon stop date in MMPA, if required	Clerk	<p>Clerk creates OCONUS COLA start in NSIPS based upon stop date in MMPA, if required.</p> <p>Login to NSIPS: Entitlements &gt; Overseas Allowances &gt; Use &gt; Overseas Allowances Create. Enter Reservist's SSN.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Create OHA start transaction in accordance with appropriate PTG, as required.</p> <p>Refer to DJMS PTG Part 3 Chapter 4 Section A, as required.</p>
11.25	Archive copy of OHA and OCONUS COLA start(s) for Demobilization file, if applicable	Clerk	Clerk archives copy of OHA and OCONUS COLA start(s) for Demobilization file, if applicable.
11.26	Verify Clothing Allowance entitlement posted to MMPA	Clerk	<p>Clerk verifies Clothing Allowance entitlement posted to MMPA.</p> <p>If Clothing Allowances were authorized per DoD Financial Management Regulation (FMR) Volume 7A, Chapters 29 and 30, and entitlement did not post, take corrective action, as required.</p> <p>If entitlement period is less than twelve months, refer to Recall to Active Duty SOP to process entitlement:  <a href="https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Recall%20to%20Active%20Duty%20SOP.aspx">https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Recall%20to%20Active%20Duty%20SOP.aspx</a>.</p> <p>If entitlement period exceeds twelve months, then corrective action must be submitted via Defense Workload Operations Web System (DWOWS) to DFAS Cleveland IAW MPA 49/11.</p>
11.27	Update Demobilization Checklist to indicate date of pay allowance and/or entitlement processing	Clerk	Clerk updates Demobilization Checklist to indicate date of pay allowance and/or entitlement processing.
11.28	Audit and release applicable pay allowances and/or	Supervisor	Supervisor audits and releases applicable pay allowances and/or entitlements in NSIPS.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	entitlements in NSIPS		
11.29	Update Demobilization Checklist to identify date of pay allowance and/or entitlement release	Supervisor	Supervisor updates Demobilization Checklist to identify date of pay allowance and/or entitlement release.
11.30	Verify Reservist pay allowances and/or entitlements posted in MMPA	Clerk	<p>Clerk verifies Reservist pay allowances and/or entitlements posted in MMPA.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check MMPA JJAA allowances and/or entitlements after one update cycle, but wait two update cycles before taking corrective action.</p> <p>Verify HF/IDP termination after the first update cycle of the following month.</p>
11.31	Did changes to pay allowances and/or entitlements post correctly?	Clerk	<p>Did changes to pay allowances and/or entitlements post correctly?</p> <p>If No, go to 11.32.</p> <p>If Yes, go to 11.33.</p>
11.32	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits Pay Allowances and Entitlement Changes to supervisor for audit and</li> </ul> </li> </ol>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>release in NSIPS or Defense MILPAY Office (DMO), as applicable.</p> <ul style="list-style-type: none"> <li>If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> <p>Note: If clothing allowance(s) failed to post, the transaction rejection is probably due to inability of NSIPS to process clothing allowance(s) based upon Reservist's Active Duty Service Date. Clothing allowances are ordinarily reprocessed through DMO. If RC Mobilization/Demobilization section does not have DMO access, then clerk should coordinate with MILPAY section to ensure proper processing of authorized clothing allowances. All other pay allowance and entitlement corrections should be reprocessed through NSIPS.</p> <p>Go to 11.31.</p>
11.33	Archive copy of pay allowance and/or entitlement changes for Demobilization file	Clerk	Clerk archives copy of pay allowance and/or entitlement changes for Demobilization file.
12	Process <b>Strength Loss</b>	Clerk/Supervisor	Process <b>Strength Loss.</b>
12.1	Is Reservist entitled to paternity leave?	Clerk	<p>Is Reservist entitled to paternity leave?</p> <p>If Yes, go to 12.2. If No, go to 12.3.</p>
12.2	Process paternity leave	Clerk	<p>Clerk processes paternity leave.</p> <p>The NAVCOMPT 3065 (Leave Request/Authorization) was prepared and verified previously.</p>
12.2.1	Create SB03 transaction for paternity leave in NSIPS	Clerk	Clerk creates SB03 transaction for paternity leave in NSIPS.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Paternity leave can only be processed after the end date of the leave. NSIPS will not allow paternity leave transaction (SB03) to be created until paternity leave has been fully executed.</p> <p>Login to NSIPS: Leave ADMIN &gt; Leave &gt; Use &gt; Leave Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Select Report and enter Leave Type (PL- Paternity Leave)</li> <li>• Enter Begin Date, Stop Date, Days Granted, and Authorization (LCN)</li> </ul> <p>Note: It is important to enter Leave Type PL so that leave is charged correctly. If Leave Type PL is not selected, Reservist's pay account will reflect indebted status upon closeout.</p>
12.2.2	Audit and release SB03 transaction for paternity leave in NSIPS	Supervisor	Supervisor audits and releases SB03 transaction for paternity leave in NSIPS.
12.2.3	Verify SB03 transaction for paternity leave posted	Clerk	<p>Clerk verifies SB03 transaction for paternity leave posted.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify paternity leave posted in MMPA JJAA, as required.</p> <p>Check MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12.2.4	Did paternity leave post?	Clerk	<p>Did paternity leave post?</p> <p>Check MMPA JJAA to determine if leave posted. Verify FID SB (Leave) updated.</p> <p>If No, go to 12.2.5. If Yes, go to 12.2.6.</p>
12.2.5	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits paternity leave transaction to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 12.2.4.</p>
12.2.6	Archive copy of paternity leave transaction for Demobilization file	Clerk	Clerk archives copy of paternity leave transaction for Demobilization file.
12.3	Process separation leave	Clerk/Supervisor	<p>Clerk/Supervisor process separation leave.</p> <p>The NAVCOMPT 3065 (Leave Request/Authorization) was prepared previously and verified previously.</p>
12.3.1	Verify that FID 23 is closed in MMPA and that Reservist is not authorized OHA/OCOLA	Clerk	<p>Clerk verifies that FID 23 is closed in MMPA and that Reservist is not authorized OHA/OCOLA.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Login to NSIPS.</p> <ul style="list-style-type: none"> <li>• Check MMPA JJAA FID 23 to determine if HF/IDP has closed</li> <li>• Check MMPA JJAA FIDS to determine if Reservist is authorized OHA/OCOLA</li> </ul> <p>NSIPS will not allow processing of separation leave in a hazardous duty/hostile fire zone. If FID 23 is not closed, separation leave will need to be processed as regular (annual) leave vice separation leave. Alternatively, separation leave can be processed as a leave report (SB03) vice leave start (SB01) on the separation date.</p> <p>Likewise, if the Reservist is authorized OHA/OCOLA, then processing separation leave will terminate OHA/OCOLA so the separation leave will need to be processed as regular (annual) leave. Alternatively, separation leave can be processed as a leave report (SB03) vice leave start (SB01) on the separation date.</p>
12.3.2	Is MMPA line 23 open or is Service Member authorized OHA/OCOLA?	Clerk	<p>Is MMPA line 23 open or is Service Member authorized OHA/OCOLA?</p> <p>If Yes, go 12.3.3.</p> <p>If No, go to 12.3.4.</p>
12.3.3	Process separation leave as regular (annual) leave in NSIPS	Clerk	<p>Clerk processes separation leave as regular (annual) leave in NSIPS.</p> <p>Login to NSIPS: Leave ADMIN &gt; Leave &gt; Use &gt; Leave Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Select Start and enters Leave Type (A-Ordinary)</li> <li>• Enter Begin Date, Stop Date, Days Granted, and Authorization (LCN)</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Clerk may process terminal leave as separation leave in NSIPS even if FID 23 is open in MMPA. However, supervisor will have to hold SB01 separation leave transaction until FID 23 closes in MMPA. If FID 23 does not close prior to separation date, then supervisor will process SB01 leave start transaction as an SB03 leave report transaction in NSIPS.</p> <p>Go to 12.3.5.</p>
12.3.4	Create separation leave transaction in NSIPS	Clerk	<p>Clerk creates separation leave transaction in NSIPS.</p> <p>SB01 leave start transaction can be initiated up to 30 days prior to the separation leave start date. If Reservist has travel time, deactivation time, respite administrative absence days, and/or paternity leave in excess of 30 days, wait until Reservist is within 30 days of separation leave start date to initiate SB01 leave transaction.</p> <p>Login to NSIPS: Leave ADMIN &gt; Leave &gt; Use &gt; Leave Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Select Start and enter Leave Type (P-Separation)</li> <li>• Enter Begin Date, Days Granted, and Authorization (LCN)</li> </ul>
12.3.5	Audit and release transaction for annual/separation leave in NSIPS	Supervisor	Supervisor audits and releases transaction for annual/separation leave in NSIPS.
12.3.6	Verify that the leave transaction posted	Clerk	<p>Clerk verifies that the leave transaction posted.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify separation leave posted in MMPA JJAA, as required.</p> <p>Check MMPA JJAA to determine if leave posted. Verify FIDS NB (Leave Suspense) and SB (Leave) update.</p> <p>Check MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p>
12.3.7	Did annual/separation leave post?	Clerk	<p>Did annual/separation leave post?</p> <p>If No, go to 12.3.8.</p> <p>If Yes, go to 12.3.9.</p>
12.3.8	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits separation leave transaction to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 12.3.7.</p>
12.3.9	Archive copy of annual/separation leave transaction for Demobilization file	Clerk	Clerk archives copy of annual/separation leave transaction for Demobilization file.
12.4	Identify RES and/or ADR extension(s) that need to be made operative	Clerk	Clerk identifies RES and/or ADR extension(s) that need to be made operative.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
12.4.1	Review PLR in NSIPS	Clerk	Clerk reviews Prospective Loss Report (PLR) in NSIPS.  Section 1 of PLR will list EAOS extensions and Section 2 of PLR will list EREN extensions that are required to be made operative.
12.4.2	Is Reservist on Medical Hold?	Clerk	Is Reservist on Medical Hold?  A Reservist on Medical Hold may require an extension be made operative, but a Reservist on Medical Hold is not demobilizing. Once the Reservist clears medical, the Reservist will begin the demobilization process.  If Yes, go to Stop. If No, go to 12.4.3.
12.4.3	Does Reservist require an RES extension be made operative?	Clerk	Does Reservist require an RES extension be made operative?  An RES extension cannot be made operative until current EREN date has expired.  If Yes, go to 12.4.4. If No, go to 12.4.9.
12.4.4	Create operative RES extension in NSIPS	Clerk	Clerk creates operative RES extension in NSIPS.  Create NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty).  Login to NSIPS: Contract ADMIN > Extensions > Use > Extensions Create. Enter Reservist's SSN.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Update Panel 1: Extensions <ul style="list-style-type: none"> <li>Contract Type: RES (Reserve)</li> <li>Contract Status: Operative</li> <li>Extension Months (Other): Enter the number of months of prior executed RES extension</li> <li>Officer Name/Grade (Authorizing Official)</li> </ul> </li> <li>Panel 2: Exceptions <ul style="list-style-type: none"> <li>No entries required</li> </ul> </li> </ul>
12.4.5	Audit and release operative extension in NSIPS	Supervisor	<p>Supervisor audits and releases operative extension in NSIPS.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p>
12.4.6	Was RES extension made operative?	Clerk	<p>Was RES extension made operative?</p> <p>Verify after one update cycle, but wait two update cycles before taking corrective action.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Check MMPA LOPG Page 3 to verify RES extension posted and was made operative. EREN should update to reflect the number of month(s) of the extension. This step verifies that extension was made operative at NPC.</p> <p>If No, go to 12.4.7. If Yes, go to 12.4.8.</p>
12.4.7	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits RES extension to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 12.4.6.</p>
12.4.8	Archive copy of NAVPERS 1070/622 in Demobilization file and submit signed extension to NPC	Clerk	<p>Clerk archives copy of NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in Demobilization file and submits signed extension to NPC.</p> <p>Operative extension is signed by the supervisor.</p> <p>Operative RES extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p>
12.4.9	Does Reservist require an ADR extension be made operative?	Clerk	<p>Does Reservist require an ADR extension be made operative?</p> <p>An ADR extension cannot be made operative until current EAOS date has expired.</p> <p>If Yes, go to 12.4.10. If No, go to 12.5.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12.4.10	Create operative ADR extension in NSIPS	Clerk	<p>Clerk creates operative ADR extension in NSIPS.</p> <p>Create NAVPERS 1070/621 (Extension of Enlistment).</p> <p>Login to NSIPS: Contract ADMIN &gt; Extensions &gt; Use &gt; Extensions Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Update Panel 1: Extensions <ul style="list-style-type: none"> <li>○ Contract Type: ADR (Active Duty Reserve)</li> <li>○ Contract Status: Operative</li> <li>○ Extension Months (Other): Enter the number of months of prior executed ADR extension</li> <li>○ RADO Months: Enter the number of months of prior executed ADR extension</li> <li>○ Officer Name/Grade (Authorizing Official)</li> </ul> </li> <li>• Panel 2: Exceptions <ul style="list-style-type: none"> <li>○ No entries required</li> </ul> </li> </ul>
12.4.11	Audit and release operative extension in NSIPS	Supervisor	<p>Supervisor audits and releases operative extension in NSIPS.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor"</i></p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<i>Account.</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.
12.4.12	Was ADR extension made operative?	Clerk	<p>Was ADR extension made operative?</p> <p>Verify after one update cycle, but wait two update cycles before taking corrective action.</p> <ul style="list-style-type: none"> <li>Check MMPA LOPG Page 3 to verify ADR extension posted and was made operative. S-EAOS should update to reflect the number of months of the extension. This step verifies that extension was made operative at NPC.</li> <li>Check MMPA JJAA to verify hard EAOS, FID TH (Expiration Term of Service), updated. FID TH should update to reflect the number of months of the extension. This step verifies that extension was made operative at DFAS.</li> </ul> <p>If No, go to 12.4.13. If Yes, go to 12.4.14.</p>
12.4.13	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>Research error codes to determine the cause of transaction failure.</li> <li>Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>If error is correctable, clerk corrects and resubmits ADR extension to supervisor for audit and release.</li> <li>If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 12.4.12.</p>
12.4.14	Archive copy of NAVPERS 1070/621 in Demobilization file	Clerk	Clerk archives copy of NAVPERS 1070/621 (Extension of Enlistment) in Demobilization file and submit signed extension to NPC.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	and submit signed extension to NPC		<p>Operative extension is signed by the supervisor.</p> <p>Operative ADR extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p>
12.5	Process <b>Strength Loss</b> in NSIPS	Clerk/Supervisor	Clerk/Supervisor process <b>Strength Loss</b> in NSIPS.
12.5.1	Create <b>Strength Loss</b> in NSIPS	Clerk	<p>Clerk creates <b>Strength Loss</b> in NSIPS.</p> <p>Reservist must be within 120 days of separation date to create <b>Strength Loss</b>.</p> <p>Note: NSIPS won't allow E503 to be processed if extensions haven't been made operative. Process <b>Strength Loss</b> after extension(s) have been made operative.</p> <p>Login to NSIPS: Losses &gt; <b>Strength Loss</b> &gt; Use &gt; <b>Strength Loss</b> Create. Enter Reservist's SSN.</p> <ul style="list-style-type: none"> <li>• Review Panel 1: <b>Strength Loss</b> 1 <ul style="list-style-type: none"> <li>○ Select Start</li> <li>○ Date of Separation or Retirement: Separation date from DD214</li> <li>○ Activity Departure Date: Departure date from NMPS</li> <li>○ Separation Program Designator Code: Block 26 from DD214</li> <li>○ Re-enlistment Code: Block 27 of DD214</li> <li>○ Navy Loss Code: 943, USNR Released from Active Duty</li> <li>○ Character of Service: Block 24 of DD214</li> </ul> </li> <li>• Review Panel 2: <b>Strength Loss</b> 2 <ul style="list-style-type: none"> <li>○ Days Travel Authorized: N/A</li> <li>○ Update Remarks: Leave dates of separation leave</li> </ul> </li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Review Panel 3: Address <ul style="list-style-type: none"> <li>Mailing address from Block 19a of DD214</li> </ul> </li> </ul>
12.5.2	Audit and release <b>Strength Loss</b> in NSIPS	Supervisor	<p>Supervisor audits and releases <b>Strength Loss</b> in NSIPS.</p> <p>The Pay Supervisor will be required to close out the Electronic Service Record (ESR) as part of the Reenlistment and <b>Strength Loss</b> approval process.</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p>
12.5.3	Update transient tracking file in NSIPS	Clerk	<p>Clerk updates transient tracking file in NSIPS.</p> <p>Once the <b>Strength Loss</b> is released, update the transient tracking file to reflect actual separation date.</p> <p>If not already in NSIPS, login to NSIPS: Transient Tracking &gt; Transient Tracking &gt; Use &gt; Transient Tracking. Enter Reservist's SSN.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Clerk updates Panel 1 of Transient Tracking (Transient - General), as required: <ul style="list-style-type: none"> <li>○ Update Planned Loss Date (PLD) to reflect four to five days after the separation date</li> <li>○ Select ACC 380 (TEM DU and SEPROS - Pending SEP, DISCH, REL, or Retire), if required</li> <li>○ Enter ACC Effective Date: Date reported to NMPS, if required</li> <li>○ Select appropriate Transient Tracking Code (TTC): 66A (Awaiting Separation - Discharge), if required</li> <li>○ Enter TTC Effective Date: Date reported to NMPS, if required</li> <li>○ Update Remarks to reflect Reservist's actual separation date</li> </ul> </li> </ul>
12.5.4	Verify <b>Strength Loss</b> posted	Clerk	<p>Clerk verifies <b>Strength Loss</b> posted.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check MMPA after one update cycle, but wait two update cycles before taking corrective action.</p> <ul style="list-style-type: none"> <li>• Verify that E503 posted in JJAA.</li> <li>• Review NT and N7 lines for rejects or recycles. If more than ten days before loss date, only N7 will post.</li> </ul>
12.5.5	Did <b>Strength Loss</b> post?	Clerk	<p>Did <b>Strength Loss</b> post?</p> <p>If No, go to 12.5.6. If Yes, go to 12.5.7.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12.5.6	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for the posting delay.</p> <ol style="list-style-type: none"> <li>1. Research error codes to determine the cause of transaction failure.</li> <li>2. Check message status inquiry in NSIPS for error code: <ul style="list-style-type: none"> <li>• If error is correctable, clerk corrects and resubmits <b>Strength Loss</b> to supervisor for audit and release.</li> <li>• If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS.</li> </ul> </li> </ol> <p>Go to 12.5.5.</p>
12.5.7	Archive copy of <b>Strength Loss</b> for Demobilization file	Clerk	Clerk archives copy of <b>Strength Loss</b> for Demobilization file.
12.6	Archive copy of NT, N7, and SB lines from NSIPS	Supervisor	Supervisor archives copy of NT, N7, and SB lines from NSIPS for verification and release of final payment and pay Retain File.
12.7	File original Demobilization file based on separation date in a pending status for subsequent audit	Clerk	Supervisor files original Demobilization file based on separation date in a pending status for subsequent audit.
12.8	Distribute copies of DD214 (Certificate of Discharge or Release from Active Duty)	Clerk	<p>Clerk distributes copies of DD214 (Certificate of Discharge or Release from Active Duty).</p> <p>Distribute DD214 copies in accordance with BUPERSINST 1900.8 Series requirements.</p> <p>Refer to PPIB 18-13, as required</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 1: E-Sub entry date must match DD 214, block 12b date and DD 214 must be e-subbed to the OMPF no later than one day following the DD 214, block 12b date. Refer to BUPERSINST 1900.8 series.</p> <p>Note 2: Per PPIB 13-27, the ability to electronically submit signed DD 214 and DD 215 images to the OMPF has been added to the E-Sub application on BUPER-Online (BOL). Comply with PPIB requirements for electronic submission of DD 214 and DD 215 images to the official military personnel file (OMPF).</p> <p>Note 3: The NSIPS Record Closeout Process was automated by NSIPS Release 1.4.7.0 on 24 September 2016. As a result of that software change, record closeouts done in NSIPS Web no longer require that closeout forms be printed and submitted by US mail or Electronic Submission (e-Sub). The Awards Record (NAVPERS 1070/880), Training, Education and Qualification History (NAVPERS 1070/881), History of Assignments (NAVPERS 1070/605) and Member Data Summary (NAVPERS 1070/886) forms are electronically forwarded as necessary by the appropriate closeout process, either separation or reenlistment. NSIPS now automatically forwards these documents electronically to the Electronic Military Personnel Record System (EMPRS) for entry into the Official Military Personnel File (OMPF) when the member record is verified and closed out in NSIPS.</p> <p>Note 4: If the reenlistment or separation closeout is done in Web NSIPS and the activity also submits by mail or e-Sub, that will cause duplicates.</p> <p>Note 5: Signed Immediate Reenlistment Contracts, Extensions, Agreement to Remain on Active Duty, and permanent Administrative Remarks documents continue to be manually forwarded to EMPRS via US mail or e-Sub.</p> <p>Note 6: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Important Note 7: When processing legacy DD 214's, DO NOT MAIL Copy 3 to the VA anymore. Discard Copy 3 IAW Personal Identifiable Information (PII) regulations. If DD 214 data is required by the VA Office, they can access the member's Official Military Personnel File (OMPF) via Defense Personnel Records Information Retrieval System (DIPRIS) to retrieve the data they require. To immediately update member's record, submit Copy 2 (OMPF copy) to PERS-312 as soon as the Legacy DD 214 is prepared, signed and distributed.
12.9	Retain a copy of address labels to resolve potential mailing issues	Clerk	Clerk retains a copy of address labels to resolve potential mailing issues.
12.10	Audit and archive Demobilization file based on separation date	Clerk	<p>Clerk audits and archives Demobilization file based on separation date.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Demobilization (separation) file includes, as applicable:</p> <ul style="list-style-type: none"> <li>• Copy 8 of DD214 (Certificate of Discharge or Release from Active Duty)</li> <li>• DD214 WS</li> <li>• Endorsed Demobilization orders</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Strength Loss</li> <li>• Leave papers, including paternity, if applicable</li> <li>• Extensions, if applicable</li> <li>• NAVPERS 1070/613s, e.g., Special Leave Accrual/Leave Carry Over Administrative Remarks, if applicable</li> <li>• MMPA JJAA Pay Allowance and Entitlement FIDS, if updated</li> </ul>
12.11	Verify Strength Loss posted four days after separation	Supervisor	<p>Supervisor verifies that Strength Loss posted four days after separation.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify Strength Loss posted in MMPA LOPG/L0OG. If Strength Loss did not post, supervisor contacts NSIPS for resolution.</p> <p>Verify "T" Status on SA screen in MMPA JJAA. If "T" status did not post, supervisor contacts DFAS for resolution.</p> <p>If PSD processed annual/separation leave as a leave report (SB03) vice a leave start (SB01) on date of actual separation, then verification of Strength Loss posting will be one day after Strength Loss is released.</p> <p>Check MMPA LOPG/L0OG and MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p>
13	Process final Separation pay	Clerk/Supervisor/DDO	Process final Separation pay.
13.1	Send Separation package to Pay clerk	Clerk	Separations clerk sends Separation package to Pay clerk.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Package contents include (as applicable):</p> <ul style="list-style-type: none"> <li>• Mobilization/Demobilization Orders, endorsement page</li> <li>• Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty)</li> <li>• MMPA JJAA Pay Allowance and Entitlement FIDS, if updated</li> <li>• NT, N7, and SB lines from NSIPS</li> <li>• Copy of SB01 transaction, if applicable</li> <li>• Copy of Approved NAVCOMPT 3065 (Leave Request/Authorization) for Separation Leave and Paternity Leave, if applicable</li> <li>• Copy of NSIPS <b>Strength Loss</b> (E503)</li> <li>• Copy of Special Leave Accrual/Leave Carry Over Administrative Remarks, if required (MPA 07/12)</li> <li>• Additional supporting documentation, as required</li> </ul>
13.2	Notify DFAS-CL of SLA, if required	Clerk	<p>Clerk notifies DFAS-CL of Special Leave Accrual (SLA), if required.</p> <p>The separating PSD will advise DFAS-CL the number of days being carried over via the Defense Workload Operations Web System (DWOWS). In DWOWS for SLA identification purposes, along with the normal data fields, ensure appropriate fields are completed based on type of funds Service Member is being paid under. Refer to MPA 07/12 for more information.</p>
13.3	Prepare Separation Worksheet for final pay	Clerk	<p>Clerk prepares Separation Worksheet for final pay 10 days prior to PTDY, terminal leave, or separation date.</p> <p>Note: Per MPA 39/16 the automated Separation Worksheet can now be saved as either a pdf or saved directly to the DFAS Military Repository (DMR) server. When the spreadsheet is saved to the DMR server, DFAS will not require a pdf copy of the worksheet to be sent through DWOWS.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to PPIB 16-03, Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for all Future Separations, as required.</p> <p>The Automated Separation Worksheet is a new tool developed by DFAS and effective February 16, 2016, the Automated Separation Worksheet will be mandatory and will be the only authorized mechanism to be considered for computing and documenting separation payments for separating Service Members.</p> <p>The automated worksheet is located in the resource section of the DFAS MILPAY Repository (DMR). The Automated Separation Worksheet computes Service Member's Separation Pay by extracting data from DJMS using the Service Member's SSN as well as data obtained at the local level, e.g., Separation Designator Code and the type of discharge input on the separation worksheet.</p> <p>The creation of the Automated Separation Worksheet also eliminates the need to utilize the DJMS (What-If) Functionality as those types of calculations can also be performed within the Automated Separation Worksheet process.</p> <p>The Automated Worksheet also allows the user to download, print and save the worksheet as a pdf file. The Automated Separation Worksheet does not change any current policies on the submission of separation worksheets through DWOWS.</p> <p>Enter verb JJAA in MMPA and check the following:</p> <ul style="list-style-type: none"> <li>• All D screens (close out any open items)</li> <li>• A screen – Allotments</li> <li>• F screen – All Taxes</li> <li>• H screen – Held Pay (garnishment of wages and split pay options)</li> <li>• P screen – Pay</li> <li>• Check indebtedness</li> <li>• Verify all Special Pays have been stopped in accordance with DoD FMR</li> <li>• Verify all deductions from any disciplinary action(s) have transpired</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Enter verb JPBB and add final pay data</li> <li>• Verify the number of leave days paid and ensure documented in Block #16 of DD214</li> </ul> <p>Note: In the event of Special Leave Accrual/Leave Carry Over, the Separation Activity or command responsible for processing the Separation must ensure the separation worksheet, Page 13 (via NSIPS), and separation payment reflect leave being carried forward and not sold.</p>
13.4	Send Separation Worksheet to DDO for review/release	Clerk	Clerk sends Separation Worksheet to Deputy Disbursing Officer (DDO) for review and release of final payment.
13.5	Release final payment	DDO	<p>DDO releases final payment via verb JPBX in MMPA.</p> <p>DDO needs to annotate Disbursing Voucher (DOV) # and Date of Payment on his/her final Separation Payment Worksheet.</p> <p>Retain Final Separation Pay Worksheet.</p> <p>If TRIM is implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for MILPAY Retain file electronic archiving procedures, otherwise manually archive Pay Retain for ten years.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Any separation payment would have already been annotated on Block 18 of DD214.
13.6	Did payment post?	Clerk	<p>Did payment post in MMPA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <ul style="list-style-type: none"> <li>• Enter verb RPHA to verify payment posted to Service Member's account (72 hours later)</li> <li>• Enter verb JJAA to verify no changes to NT line</li> </ul> <p>If No, go to 13.7. If Yes, go to 13.8.</p>
13.7	Research error	Clerk	<p>Clerk researches error with Deputy Disbursing Officer and/or contacts DFAS for resolution.</p> <p>Go to 13.6.</p>
13.8	Verify V-status posts 20 days after separation date	Supervisor	<p>Supervisor verifies V-status posts 20 days after separation date.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Verify Reservist V-status in MMPA JJAA. Supervisor checks Reservists "V" status on SA screen. If "V" status did not post, supervisor contacts DFAS for resolution.</p> <p>Check MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p>
14	Release Activated Reservist to NRA/NOSC	NMPS Redeployment Team/NMPS Staff	Release Activated Reservist to NRA/NOSC.
14.1	Verify all screenings and documentation criteria are complete	NMPS Redeployment Team	NMPS Redeployment Team verifies all screening and documentation criteria are complete.
14.2	Verify Service Member has pre-separation counseling and Transition GPS documentation	NMPS Redeployment Team	<p>NMPS Redeployment Team verifies Service Member has pre-separation counseling and Transition GPS documentation.</p> <ul style="list-style-type: none"> <li>Completed DD 2648 eForm Pre-separation Counseling Checklist/TP Block 1 (initiated by Service Member)</li> </ul>
14.3	Verify Reservist has medical/dental records in hand for return to NRA/Parent Command	NMPS Redeployment Team	NMPS Redeployment Team verifies Reservist has medical/dental records in hand for return to NRA/Parent Command.
14.4	Endorse orders with detaching date stamp	NMPS Staff	<p>NMPS Staff endorses orders with detaching date and time stamp.</p> <p>Reservist should have in hand:</p> <ul style="list-style-type: none"> <li>NAVPERS 1300/23</li> <li>Demobilization orders</li> <li>Medical and dental records</li> </ul>
14.5	Update NMCMPs	NMPS Redeployment Team	NMPS Redeployment Team updates NMCMPs.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
15	Complete NOSC deactivation requirements	NOSC/ Service Member/Clerk	<p>Complete NOSC deactivation requirements.</p> <p>When the NMPS redeployment/demobilization process is completed, Service Member will return to parent command or NOSC. The Command IA Coordinator, CIAC, in coordination with Personnel Support Detachment (PSD), will ensure that all of the Service Member's pay, leave requirements, personnel records, evaluations, awards and advancement exam information are updated and correctly reflect the Reservist's service. CIACs will remain in contact with the Service Member for up to 9 months following redeployment/demobilization and will assist to ensure all Post-Deployment Health Assessments are completed.</p>
15.1	Arrive at NRA/NOSC	Service Member	<p>Service Member arrives at NRA/NOSC.</p> <p>Service Member provides following upon arrival:</p> <ul style="list-style-type: none"> <li>• NAVPERS 1300/23</li> <li>• Demobilization orders</li> <li>• Medical and dental records</li> </ul>
15.2	Endorse orders	NOSC	NOSC endorses Reservist's demobilization orders.
15.3	Submit medical and dental record	Service Member	Service Member submits medical and dental record to servicing MTF.
15.4	Gain Service Member in NSIPS in appropriate drill status	NOSC	<p>NOSC gains Service Member in NSIPS in appropriate drill status.</p> <p>Note: NOSC needs to verify <b>Strength Loss</b> from Active Duty posted before the Reservist can be gained in drill status in NSIPS.</p>
15.5	Update email address and contact information in NSIPS.	NOSC/Service Member	<p>NOSC/Service Member update email address and contact information in NSIPS</p> <p>Per PPIB 16-12 in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.</p> <p>Required action by each member.</p> <p>NSIPS Ashore Users. Log on to your NSIPS self-service account at: <a href="https://nsipsprod.nmci.navy.mil">https://nsipsprod.nmci.navy.mil</a>.</p> <ul style="list-style-type: none"> <li>• Click on "view personal information",</li> <li>• then "address and phone",</li> <li>• update your address, phone, and email address(es), then click "save."</li> </ul> <p>NSIPS Afloat Users. Log on to your <b>shore</b> NSIPS self-service account at: <a href="https://nsipsprod.nmci.navy.mil">https://nsipsprod.nmci.navy.mil</a>.</p> <ul style="list-style-type: none"> <li>• Click on "view personal information",</li> <li>• then "address and phone",</li> <li>• update your address, phone, and email address(es), then click "save."</li> </ul> <p>Note: NSIPS Afloat Units must update their information via NSIPS Web Ashore</p>
15.6	Provide NOSC with verified or updated NAVPERS 1070/602	Service Member	<p>Service Member provides NOSC with verified or updated NAVPERS 1070/602.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>At a minimum, commands must ensure Service Members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p> <ul style="list-style-type: none"> <li>• Upon reporting to a new duty station under permanent change of station (PCS) orders;</li> <li>• Prior to departure on PCS orders;</li> <li>• Prior to deployment, regardless of length;</li> <li>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;</li> <li>• On each occasion when an inactive duty Service member comes on active duty, including active duty training;</li> <li>• When a Service member applies for and upon assignment of Government housing;</li> <li>• When a Service member claims reimbursement for dependent(s)'s travel;</li> <li>• Upon recertification for secondary dependents; or</li> <li>• At least 30 days prior to requesting dependentrelated travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).</li> <li>• </li> </ul>
15.7	Complete, submit and process travel claim	Service Member/NOSC	<p>Service Member/NOSC complete, submit, and process travel claim.</p> <p>Refer to IA/MOB Travel Claim Settlement Ending Partial SOP, as applicable:  <a href="https://mpte.navy.deps.mil/sites/npc/pers2/Travel%20SOPs/IAMOB%20Travel%20Claim%20Settlement%20Ending%20Partial%20SOP.aspx">https://mpte.navy.deps.mil/sites/npc/pers2/Travel%20SOPs/IAMOB%20Travel%20Claim%20Settlement%20Ending%20Partial%20SOP.aspx</a></p>
15.7.1	Provide travel voucher and documentation/receipts to CPPA	Service Member	<p>Service Member provides travel voucher and documentation/receipts to CPPA.</p> <p>Provide CPPA with the following:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable</li> <li>All lodging receipts and other receipts over \$75.00 (not required for food)</li> <li>Gas receipts for rental car, if rental car authorized for use under orders</li> </ul>
15.7.2	Review completed travel claim and assist Service Member, as required	NOSC	<p>NOSC reviews completed travel claim and assists Service Member, as required.</p> <p>Refer to NPPSC 1300/2, Temporary Duty (TDY) Traveler Checklist and comply with documentation submission requirements:  <a href="http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx">http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</a></p> <p>Complete/compile the following forms/documentation for submission, as applicable:</p> <ul style="list-style-type: none"> <li>NPPSC 1300/2, Temporary Duty (TDY) Traveler Checklist</li> <li>Completed DD1351-2, Travel Voucher and DD1351-2C, Travel Voucher Continuation Sheet, if applicable</li> <li>NPPSC 7000/1, Travel Electronic Funds Transfer (EFT) Information, if applicable</li> <li>Temporary Lodging Allowance (TLA), if applicable</li> <li>Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable</li> <li>Termination/Assignment of Government Quarters, if applicable</li> <li>Receipts for commercial transportation, lodging, other expenses greater than \$75</li> <li>Gas receipts for rental car, if authorized with orders</li> </ul> <p>Review and verify forms for accuracy and completeness:</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Ensure all dates on blocks 15a, b, and c (Itinerary/Means of Travel/Reason for Stop) are accurate (including location of ship) and match endorsed orders</li> <li>• Ensure blocks 20a and b are signed/dated</li> <li>• Ensure Service Member's phone number and email are included</li> </ul>
15.7.3	Submit travel claim for processing	NOSC	<p>NOSC submits Travel Claim and supporting forms/documentation to NOSC.</p> <p>NOSC completes appropriate portion of Temporary Duty (TDY) Traveler Checklist and submits completed checklist, above forms, and supporting documentation, as applicable.</p>
15.7.4	Process travel claim	Clerk	<p>Clerk (at Travel Processing Center or servicing NOSC PSD travel section) processes Service Member's travel claim.</p> <p>Refer to IA/MOB Travel Claim Settlement Ending Partial SOP, as applicable:  <a href="https://mpte.navy.deps.mil/sites/npc/pers2/Travel%20SOPs/IAMOB%20Travel%20Claim%20Settlement%20Ending%20Partial%20SOP.aspx">https://mpte.navy.deps.mil/sites/npc/pers2/Travel%20SOPs/IAMOB%20Travel%20Claim%20Settlement%20Ending%20Partial%20SOP.aspx</a> </p>
15.8	Ensure Service Member is out-processed with no pending actions	NOSC	<p>NOSC ensures Service Member is out-processed with no pending actions, to include:</p> <ul style="list-style-type: none"> <li>• Medical/Dental</li> <li>• Legal</li> <li>• Pay</li> <li>• Travel</li> <li>• Etc.</li> </ul>
15.9	Complete Transition GPS course and documentation requirements	Service Member/NOSC	Service Member/NOSC complete Transition GPS course and documentation requirements.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
15.9.1	Schedule optional two day Transition GPS Career Track course(s)	NOSC	<p>NOSC schedules optional two day Transition GPS Career Track course(s), if applicable.</p> <p>There are three optional (2 day) Transition GPS Career Track courses active Service Members and Reserve Component (RC) personnel may choose to attend that provides information tailored to specific goals:</p> <ul style="list-style-type: none"> <li>• Accessing Higher Education – for those pursuing college education, particularly for those using the GI Bill</li> <li>• Career Technical Training – for those pursuing technical/vocational work particularly for those using the GI Bill</li> <li>• Entrepreneurship Track – a small business administration workshop for those wanting to start a business or be self-employed</li> </ul> <p>These career tracks are not mandatory but are offered as additional opportunities to meet the needs of transitioning Service Members/Reserve Component personnel and help them attain the Career Readiness Standards (CRS) needed to adequately prepare for separation. Please note, there are no CRS for attending the Entrepreneurship Track.</p> <p>The career track decision is based upon goals shown on the Service Member's post-transition career path as depicted on the Individual Transition Plan (ITP) Block 1, Section III and the designated transition career path.</p> <p>LIMITED PARTICIPATION:</p> <ul style="list-style-type: none"> <li>• Bad Conduct or dishonorable discharge – not eligible to attend optional tracks or Capstone event</li> <li>• Other than honorable discharge – CO determines whether Service Member attends optional tracks or Capstone event</li> </ul>
15.9.2	Attend optional two day Transition GPS	Service Member	Service Member attends optional two day Transition GPS Career Track course(s), if applicable.



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Career Track course(s)		<p>The transitioning Service Member/Reserve Component personnel should bring the following to class:</p> <ul style="list-style-type: none"> <li>• Completed DD 2648 eForm Pre-separation Counseling Checklist</li> <li>• JST of transcripts (shows validation of military credits for college)</li> <li>• Skills Assessment results (O*NET Interest Profiler or Kuder Journey)</li> <li>• Corresponding ITP <ul style="list-style-type: none"> <li>○ Career Path Education (ITP Block 3), or</li> <li>○ Career Path Technical Training (ITP Block 4), or</li> <li>○ Career Path Entrepreneurship (ITP Block 5)</li> </ul> </li> </ul>
15.9.3	Complete appropriate ITP Block based upon specific transition career path.	Service Member	Service Member completes appropriate ITP Block based upon specific transition career path.
15.10	Create a transition timeline	Service Member	<p>Service Member creates a transition timeline.</p> <p>Complete Block 6 of the ITP, Transition Milestones if not already completed during Transition GPS at NMPS.</p> <p>Use this template to develop an individual transition timeline. The example is not intended to be an all-inclusive list of actions applicable to a transition. However, the items marked as "Required" are mandatory planning activities and must be completed to achieve the required Career Readiness Standards applicable to a chosen career path. Additional room is provided to allow the Service Member to tailor this timetable to meet specific requirement.</p>
16	Participate in Capstone event and document CRS	Service Member/NOSC/FFSC Staff/CCC	<p>Participate in a Capstone event and document Career Readiness Standards CRS.</p> <p>The capstone event is designed to evaluate Service Member's preparedness to successfully transition to a civilian career and determine</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>whether CRS were met. Capstone is conducted by the transition staff at the supporting fleet and family support center (FFSC), or by the command transition officer/CCC if member cannot attend a scheduled FFSC event.</p> <p>Core components of capstone are:</p> <ul style="list-style-type: none"> <li>• Evaluation of Service Member's CRS to determine whether they have met CRS based on defined post-transition goals (employment, education or technical training). Note: There are no CRS standards for the entrepreneurial track</li> <li>• Command transition officer signature on DD 2648 eForm upon review of CRS.</li> <li>• Commander's or designated representative's signature on DD 2648 eForm upon verification of CRS.</li> <li>• Warm hand-off of Service member by command transition officer to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS. Service members who require additional assistance must be referred to additional training opportunities. <ul style="list-style-type: none"> <li>○ Commanders must ensure a warm hand-off is made to VA or DOL for transitioning Service members who, based on the commander's or his or her designee's judgment, do not have a post-transition housing plan at capstone.</li> <li>○ Commanders must ensure a warm hand-off is made to the DOL for every transitioning Service member who does not separate with an honorable discharge</li> </ul> </li> </ul> <p>Capstone SOP and Capstone Presenter's Guide to conduct a one-on-one Capstone event is located at:  <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a></p> <p>LIMITED PARTICIPATION:</p> <ul style="list-style-type: none"> <li>• Bad Conduct or dishonorable discharge – not eligible to attend optional tracks or Capstone event</li> <li>• Other than honorable discharge – CO determines whether Service Member attends optional tracks or Capstone event</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
16.1	Attend Capstone event	Service Member	<p>Service Member attends Capstone event.</p> <p>Service Members must bring their completed DD 2648 eForm Pre-separation Counseling Checklist, ITP Block 1 (initiated by Service Member) and supporting documentation to verify achievement of CRS.</p> <p>Refer also to NAVADMIN 030/15, Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance, for returning RC Demobilization and OCONUS ADSW requirements.</p>
16.2	Conduct Capstone Review	FFSC Staff/CCC	<p>FFSC/CCC conduct Capstone Review</p> <p><b>Capstone Review</b> – Mandatory phase in which eligible Service Members produce evidence of the deliverables that meet the CRS to TAP staff or command career counselors before Capstone Commander's Verification.</p> <p>The Presenter's Guide for Command Capstone Event is located at:  <a href="http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx">http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</a></p> <p>The Individual Transition Plan (ITP) is required to provide documentation to support achievement of CRS to the Transition Counselor and command representative prior to separation. These standards are designed to increase the Service Member's ability to successfully overcome any challenges in pursuit of a chosen career path.</p> <p>Common Readiness Standards applicable to all Career Paths:</p> <ul style="list-style-type: none"> <li>• Attend pre-separation counseling</li> <li>• Complete Pre-separation Counseling Checklist DD 2648 eForm</li> <li>• Register for VA Benefits (e-Benefits)</li> <li>• Attended 3 day DOL workshop, unless exempted</li> <li>• Attend VA Benefits Briefing</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Prepare a post-separation 12-month budget reflecting personal and family goals and obligations</li> <li>• Complete Assessment Profiler</li> <li>• Evaluate opportunities presented by continuing military service in a Reserve Component</li> <li>• Crosswalk military skill set to civilian skills (MOS crosswalk) to include an evaluation of the demand for those civilian skills within the potential relocation destinations</li> <li>• Identify and document requirements and eligibility for licensure, certification, and apprenticeships at the potential relocation destinations</li> <li>• Complete the Individual Transition Plan and provide documentation of meeting the Career Readiness Standards for the chosen career path</li> </ul> <p>Employment Readiness Standards (ITP Block 2):</p> <ul style="list-style-type: none"> <li>• Submit documentation that indicates completion of One*NET Interest Assessment Profiler</li> <li>• Prepare and submit the Job Application Package (e.g., create resume, identify references, submit at least two employment applications, and/or provide a job acceptance letter)</li> <li>• Receive a DoD Gold Card Certificate for DOL American Job Centers</li> </ul> <p>Education and Technical Training Readiness Standards (ITP Block 3/4):</p> <ul style="list-style-type: none"> <li>• Submit documentation that indicates completion of One*NET My Next Move Assessment</li> <li>• Complete a comparison of academic or training institution choices</li> <li>• Prepare and submit an Education Application or Technical Training Package (e.g., submit application to academic institution and/or provide an acceptance letter)</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Schedule one-on-one counseling with the academic advisor from the institution of choice/preference</li> <li>• Connect with the Student Veteran Organization at your chosen institution</li> </ul> <p>Entrepreneurship (ITP Block 5) While here is no CRS for this career path, the Transition Counselor must review Block 5; ensure all requested information is documented; and review all supporting documents.</p> <p>Transition Milestones (ITP Block 6) Transition Counselor reviews and verifies that individual transition timeline correlates with designated transition career path.</p>
16.3	Document and report Capstone Review	CCC	<p>CCC documents and reports Capstone Review.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online to document Capstone Review as required by law.</p>
16.4	Login to DoDTAP webpage	CCC	<p>CCC logs in to DoDTAP webpage</p> <p>Access DoDTAP website at <a href="https://dodtap.mil/">https://dodtap.mil/</a> or <a href="https://dodtap.mil/login.html">https://dodtap.mil/login.html</a>, as required.</p>
16.5	Open existing DD 2648 eForm for Service Member	CCC	<p>CCC opens existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p> <ol style="list-style-type: none"> <li>1. Login to DoDTAP for Managers and Counselors</li> <li>2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page.</li> </ol>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>3. If Transition Counselor/CCC has worked with this client record before, access the client eForm by clicking my eForm dashboard under transition documents or if this is the first time accessing this client record, access the record within the transition documents menu by clicking create New/Open eForm.</p> <p>4. In the DoD ID number box enter the Service member's DoD ID number.</p> <p>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.</p>
16.6	Verify the DD 2648 eForm - Service Member Personal Information	CCC	<p>CCC verifies the DD 2648 eForm - Service Member Personal Information</p> <p>If there are errors, please advise the Service Member to report errors to their CPPA and supporting PSD</p>
16.7	Complete the Capstone Review Section of the eForm	CCC	<p>CCC completes the Capstone Review Section of the eForm</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Capstone Review)</p> <p>CCC conducts the Capstone review of all Career Readiness Standards (CRS) as well as all required session and attendance for TAP. This section allows the Counselor/Manager the ability to review and annotate CRS and VOW completions/compliance.</p> <p>Certain fields may be pre-populated with all completion data housed in the TAP database. If data does not pre-populate, then it must be entered.</p> <p>Note: You can prefill hosting Service, Military Installation, and session type by accessing the "prefill information for sessions and tracks" tab. This capability will allow you to only enter data once if the SM attended all sessions or tracks with the same Service, in the same location, and the same session type.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>In accordance with the client's Individual Transition Plan, please ensure blocks 27 &amp; 28 within the online eForm are correct.</p> <p>CCC completes the Warm Handovers to supporting agencies section of the eForm, only if applicable. Annotate any warm handovers that were executed during this phase.</p> <p>Note: A warm handover is required if the Service Member is not VOW compliant or any of the Career Readiness Standards are not met.</p>
16.8	Review, sign and print copy of DD 2648 eForm following Capstone Review	CCC/Service Member	<p>CCC/Service Member review, sign and print copy of DD 2648 eForm following Capstone Review</p> <p>Select electronically sign in self-service website and send notification to the Service Member.</p> <p>Note 1: A Service Member can sign their document with any electronic device that has connectivity by logging in to self-service, accessing their eForm, and signing</p> <p>CCC saves and logs out of the client record</p> <p>.</p> <p>After the Service Member signs, log in to the client record, access section IV, and send notification to the Commander or designee (email token option). Alternatively, CCC can validate that as the Counselor you have been formally Designated as the Commander's Designee in writing and that you will be completing the Commander's Verification phase.</p> <p>After notification is sent, click the sign eForm button, confirm signature, save form, print and then close the client record.</p> <p>Note 2: You must first send notification to the Commander or designee (email token option or confirm that you are the Commander's designee option) before the eForm will allow you to sign.</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note 3: Until the required fields are filled out correctly and completely, you will not have an option to sign form. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.
16.9	Complete Commander's Verification	Command Leadership	<p>Commander or Commander's Designee completes Commander's Verification</p> <p>Commander's Verification – Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty</p> <p>Note: Transition Counselor/CCC may be the Commander's designee to conduct final verification of eForm.</p> <p>Once the Commander's Verification phase of the eForm is signed by the Counselor acting as the Commander's Designee or the Commander or Commander's Designee using the Commander's Portal, it will be locked for the Commander's Verification phase and updated with a "Complete" status where it is no longer editable. The system will notify the Service Member (via the email saved in Section I) that their eForm has been completed and can be viewed in a PDF format from their dashboard.</p> <p>Transition Counselor/CCC will note that the eForm has been moved down to the Completed eForm table, where it can be viewed as a PDF.</p> <p>Note: Afterwards, if you realize there is a mistake on the complete eForm, it cannot be changed or re-opened or unlocked or deleted - the proper process is to simply initiate a new eForm and complete that one with the correct information.</p>
16.10	Print completed DD 2648 eForm and write Service Member's SSN in	CCC	CCC prints completed DD 2648 eForm and writes Service Member's SSN in upper left corner of eForm



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	upper left corner of eForm		<p>DoD CIO has approved and concurred with the use of electronic signature vice digital signature on the new DD 2648 eForm. Additionally, the new eForm was developed to support use of DoD ID Number in lieu of SSN as the Service Member identifier. As a result, the new eForm will be accepted into a Sailor's OMPF as long as the electronic signature includes the Service Member's "name, DOD ID number, and date signed", as indicated in the DoD CIO approval.</p> <p>However, Navy activities will still be required to write the Service Member's SSN in the upper left corner of the document before they submit (e-Sub) documentation to Navy Personnel Command for filing in the Sailor's OMPF because the current electronic records management application does not currently have the ability to match the DOD ID number with the Sailor's OMPF.</p> <p>Transition Counselor/CCC writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm.</p> <p>Important Note: If the DD 2648 cannot be digitally signed in the DOD Transition Assistance Program (DODTAP) application, it must be printed and signed manually prior to submission to the PSD for inclusion in the OMPF.</p>
16.11	Update Career Decisions section of CIMS	CCC	<p>NOSC CCC updates Career Decisions section of CIMS.</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, Career Decisions section, available at: <a href="https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp">https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp</a> to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems &gt; Use &gt; Career Decisions. Enter Service Member's SSN.</p> <p>1. Plan Type - "SEP" (Separation), "FLT" (Fleet Reserve) and "RET" (Retirement) will bring up the Transition Section - Only one plan type and date allowed at a time</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>2. Planned Date - Date of Separation, Fleet Reserve or Retirement - Only one plan type and date allowed at a time</p> <p>Note: Plan Type, Date, and all other GPS fields can be updated until the Planned Date passes; after that, a new plan will need to be created.</p> <p>3. GPS Required:</p> <ul style="list-style-type: none"> <li>a. If yes, # 4 will be hidden</li> <li>b. If no, # 4 is required to be entered</li> </ul> <p>4. GPS Exemption - Since exemption policy was not published at release, only two place holders are available: Demobilized Reservist and Hospitalized. Four other exemptions can be created and can be activated upon publication of policy</p> <p>5. GPS Scheduled Checkbox – Updated when the Service Member has a confirmed class quota</p> <p>6. DD2648 – Date the Service Member’s DD2648 eForm was completed</p> <p>7. ITP Completed – Date the Service Member’s ITP was completed</p> <p>8. GPS Completed – Date the GPS course was completed</p> <p>9. Capstone Completed – Date the Capstone course was completed</p> <p>10. Career Readiness Indicator – Checked when all requirements of GPS Transition are completed (The Date Checked is stored in background for reporting, if needed)</p>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
16.12	Verify Service Member has been provided TAMP card	NOSC	<p>NOSC verifies Service Member has been provided Transition Assistance Management Program (TAMP) card, if eligible.</p> <p>TAMP provides 180 days of transitional health care benefits to assist qualified Service Members and their families transition to civilian life.</p>
16.13	Update NMCMPs	NOSC	NOSC updates NMCMPs to record completion of de-activation processing and travel information.
17	Complete parent command redeployment requirements	CPPA/ Service Member	Complete parent command redeployment requirements.
17.1	Verify completion of NFAAS Reintegration event documentation	CPPA	<p>CPPA verifies completion of Navy Family Accountability and Assessment System (NFAAS) Reintegration event documentation.</p> <p>Within 30 days of the end of assignment, an email will be sent to the Service Member advising Service Member to contact Command IA Coordinator (CIAC). This will start respective command's execution of planned returned events.</p> <p>Reintegration is a process, not a single event. It starts from the moment the Service Member receives notification for an IA assignment. The command CIAC and IDSS (Individual Deployment Support Specialist) will contact the Service Member and family every 30 days unless specified otherwise in the Navy Family Accountability and Assessment System (NFAAS).</p> <p>Opportunities to facilitate the IA Service Member's adjustment back into the Family, Command and Community are promoted by the commands with their respective planned reunion and reintegration events. Examples of command events include:</p> <ul style="list-style-type: none"> <li>• Command/Community sponsored homecoming reception and recognition events</li> </ul>



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Yellow Ribbon Reintegration Program sponsored events: Returning Warrior Workshops (RWW)</li> </ul>
17.2	Complete medical referrals	Service Member	Service Members completes medical referrals, if indicated, during the post-deployment phase.
17.3	Verify completion of DD2900	CPPA	<p>CPPA verifies completion of DD2900, Post-Deployment Health Re-Assessment (PDHRA).</p> <p>Service Member shall complete DD2900 within 90 to 180 days upon completion of theater deployment.</p>
17.4	Verify completion of R3 survey	CPPA	CPPA verifies completion of Return, Reunion, and Reintegration (R3) survey.
17.5	Complete and file NAVPERS 1300/23	CPPA	CPPA completes and files NAVPERS 1300/23.
17.6	Submit documentation to PSD (servicing NOSC)	CPPA	<p>CPPA submits documentation to PSD (servicing NOSC):</p> <ul style="list-style-type: none"> <li>Signed DD2648 eForm Note: CPPA verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eFor</li> <li>NAVPERS 1300/23, Redeployment and Demobilization Administrative Screening Checklist</li> </ul>
<b>STOP</b>			